

2. Co-Sponsored Event

2.1 Definition: An event which is organized/presented by a recognized student organization or university department collaboratively with an external not-for-profit or governmental entity. This Collaboration requires a significant and logical relationship that is compatible with the educational and community service mission of the University.

2.1.1 The University member requesting the co-sponsorship shall serve as the "University Requestor". He/She and their university organization shall fill the responsibilities of organizer and host.

The University Requestor must:

- Insure all paperwork is completed
- Be the lead person in the planning and execution of the event with the external entity and Facility Administrator
- Attend the event to insure that it is conducted properly and follows University policies
- Ensure all costs associated with the event are billed to and paid for by their University organization and the external entity

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2.2 Reservation Process

2.2.1 Initial Inquiry: Facility Availability

The initial inquiry must be made directly to the Facility Administrator of the desired facility at least 45 business days prior to the proposed event.

The Facility Administrator will explain any costs which may be associated with the proposed event, provide an estimate of costs, and review any special requests.

Events may be subject to the following costs:

- Facility Fee
- Administrative Fee
- Event Supervision and Staffing
- University Police /Security
- Maintenance Staff
- Special Services or Outside Personnel
- Technology and Equipment
- Catering

Once the initial inquiry has been made, and the event date is available, the University requestor must submit the following to the Facility Administrator:

- **Co-sponsor Event Proposal Letter containing the following:**
 - Identification of the external entity and nature of the entity
 - Contact information external entity (name, address, contact person, phone and email)
 - Contact information university organization (name, address, University Requestor's name, phone and email)
 - Description of the relationship between the University organization and the external entity

- Description of the proposed event
 - Description and size of anticipated audience
 - Date, Time and Location of the proposed event
 - Estimate of event expenses
 - Estimate of event revenues
 - University organization funding source (Banner Org)
 - Proof of non-profit or tax exempt status
 - External entity funding source
 - The signature of the advisor is required for student organizations
 - The signature of the Dean, Director or Vice President who has supervisory authority for the University Department
- **Facilities Use Form:**
 - Obtain the appropriate signature for approval:
 - If for a Student Organization: Advisor
 - If for a University Department: Dean, Director or Vice President
 - Provide the banner org number to which all charges will be assigned and the signature of the Banner org Financial Manager
 - **Fundraising Authorization Form:**
Student organizations must complete this form if the event seeks to raise funds.

2.2.2 Review of Request

Upon receipt of the Co-sponsor Event Proposal and Facility Request Form, a tentative reservation will be made and remain in effect until the Facility Administrator and Facilities Usage Committee reviews the proposed event to ensure that all support services are coordinated and that a sound financial plan has been developed to cover all costs.

The Facilities Usage Committee reserves the right to deny a request if the proposed event is deemed not to meet the eligibility criteria for a co-sponsored event, or if it would place undue strain on support services of the University.

2.2.3 Event Confirmation

The Facility Administrator will generate a State of Connecticut Facilities Use Agreement that will be sent to the University Requestor and the external entity.

The tentative reservation will be converted to a confirmed reservation and the requestor will receive a confirmation from the Facility Administrator once the following is completed:

- State of Connecticut Facilities Use Agreement signed and dated by the external entity and the University
- Certified Resolution
- Non-Discrimination Certification
- A Certificate of Insurance
- Proof of non-profit or tax exempt status

2.3 Financial Arrangements

2.3.1 Payment

A final invoice of costs for the event will be sent to the University requestor who must:

- Obtain the appropriate signatures:
 - If for a Student Organization: Advisor
 - If for a University Department: Banner Org Financial Manager
- Return the signed invoice to the Facility Administrator and it will be forwarded to University Accounting
- Any portion of the costs assigned to the external entity will be paid as outlined in the State of Connecticut Facilities Use Agreement

2.3.2 Fundraising

All funds collected or charged must be deposited into a University Banner Org as directed by the Financial Manager of the sponsoring University department or into the student organization's fundraising account.

Funds collected by the University that are to be distributed to the external entity will be paid by University check after a final settlement is completed and all outstanding event costs incurred by the University have been paid.