



**CALIFORNIA STATE UNIVERSITY
SAN MARCOS**

San Marcos, California 92096-0001

Departmental Event Co-Sponsorship Guidelines

"Co-sponsored events must be approved by the appropriate university vice president. Co-sponsored events are initiated and coordinated by university departments or recognized student organizations. Co-sponsorship is appropriate when there is a clear connection with or contribution to the university. It is intended that the educational mission of the co-sponsoring campus department or campus organization will be enhanced by the event. Campus organizations that co-sponsor events are responsible for the event and any related liabilities or costs associated with the event." (Scheduling University Facilities Policy, CSUSM)

In implementing this policy and interpreting the intent of the policy, the University Events Scheduling Office asks the following of you as the on-campus co-sponsor of an event:

- 1) The event must be open to the campus community. Attendance must be encouraged through adequate notification by bulletin, poster, InSite, etc.
- 2) A chargeback code must be supplied to the University Events Scheduling Office by your organization or department for all billing. We will bill your chargeback code for the event.
- 3) Determine an on campus contact/liaison for the event. This person shall be responsible for all inquiries regarding details of the event: set ups, parking, etc. Please do not assign an off-campus person to do this.
- 4) This confirmation signed by the appropriate dean or director and vice president and submitted to the University Events Scheduling Office.

"In instances where off-campus organizations will make a profit from the co-sponsored event, the reduced facilities fee is not offered."

The concept of this policy is that there are many events which are beneficial to California State University San Marcos. While we would like to host these events for free, the reality is that the utilities, staffing, wear and tear and cleaning of these facilities does take place. By charging a reduced rate, the University supports these events without putting an unfair burden on our students.

DEPARTMENTAL APPLICATION FOR CO-SPONSORSHIP

Event Title: _____
Event Date: _____ Start Time: _____ am/pm End Time: _____ am/pm
Expected Attendance: _____ Students _____ Faculty/Staff _____ Off-campus
Community

Event Location _____
Program Description _____

Names of Presenters/Performers _____

On-Campus Sponsor (Department) _____
On-Campus contact person responsible for making arrangements _____
Phone # _____ Email Address _____
University Chargeback Code for Billing _____

Off-Campus Sponsor _____
Represented by _____
Phone # _____ Email Address _____

Members of your department/organization who will be active participants in this program _____

How do you propose to advertise this event to students, faculty and administrators of the University? _____

A co-sponsored event will be open to all members of the University community (i.e. students, faculty and staff). How will interested parties be admitted? _____

What, if any, profit do you estimate the outside organization will receive from this event? _____

I have read the above of the program description of the program and approve co-sponsorship by the University.

Approved by:

Dean or Director

Vice President

Return completed form with RFU to the University Events Scheduling Office.