



**CALIFORNIA STATE UNIVERSITY  
SAN MARCOS**

**San Marcos, California 92096-0001**

**Student 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)

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 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.

**In implementing this policy and interpreting the intent of the policy, we expect the following of you as the on-campus co-sponsor of an event:**

- 1) The attached form must be completely filled out with all the information requested. Be sure to put the correct chargeback number. The form must be signed by the authorized student leaders and the advisor. We will bill your chargeback account for all the event expenses.
- 2) The event must be open to the campus community. Attendance must be encouraged through adequate notifications by bulletin boards, posters, flyers, InSite, emails, etc.
- 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. Do not assign an off-campus person to act as the point of contact for the event.
- 4) In instances where off-campus organizations will make a profit from the co-sponsored event, the reduced facilities fee is not applicable.
- 5) Submit the completed form to Student Life & Leadership at least **two weeks** before the event. SLL will seek the appropriate Dean or Director and Vice President's approval signatures and submit to the University Events Scheduling Office.

## STUDENT APPLICATION FOR CO-SPONSORSHIP

Sponsoring Student Organization Name: \_\_\_\_\_

University Chargeback Code or Account Number: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Expected Attendance: \_\_\_\_\_ Students \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ Off-campus Community

Event Location: \_\_\_\_\_ Estimated cost of event: \_\_\_\_\_

Program Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of Presenters/Performers: \_\_\_\_\_

\_\_\_\_\_

On-Campus contact person who is responsible for making all arrangements: \_\_\_\_\_

Phone # \_\_\_\_\_ Email address: \_\_\_\_\_

Off-Campus Sponsoring Organization: \_\_\_\_\_

Off-Campus Authorized Representative Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

How do you plan to advertise this event to students, faculty/staff, 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).

a) Will admission be charged? \_\_\_\_\_ Yes \_\_\_\_\_ No

b) Is the event designed as a fundraiser? \_\_\_\_\_ Yes \_\_\_\_\_ No

Submitted By: \_\_\_\_\_

*Print Name*

*Signature*

*Date*

Advisor's approval signature: \_\_\_\_\_

*Print Name*

*Signature*

*Date*

### *Office Use Only*

Approved: \_\_\_\_\_ Declined Approval: \_\_\_\_\_

\_\_\_\_\_  
Dean or Director

\_\_\_\_\_  
Vice President

*Return signed form to Student Life and Leadership (Craven Hall 3400)*