



## Event Sponsorship Agreement

Department: \_\_\_\_\_

Faculty/Staff Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Outside Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Reservation # \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location Requested: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Has the department sponsored the event in the past? Yes  No  When? \_\_\_\_\_

Please describe the nature of the event and the departmental involvement

WSU Department \_\_\_\_\_ Date \_\_\_\_\_

Organization: \_\_\_\_\_ Date \_\_\_\_\_

RSC Event Services \_\_\_\_\_ Date \_\_\_\_\_

## Sponsorship Guidelines

The Rhatigan Student Center welcomes the opportunity to work with WSU departments and community groups to sponsor events that benefit WSU and the Wichita community.

Events sponsored by WSU departments must meet the following criteria...

The sponsoring department assumes responsibility for all activity for this event including:

- Policy compliance

- Event charges

- Costs associated with damages to the RSC or other university property.

Any charges that are 90 days overdue become the responsibility of the sponsoring department.

All communications regarding the event will be with the sponsoring department.

Attendance at the event must include members of the sponsoring department and Wichita State University faculty, staff or students.

Events approved for sponsorship will not be charged room rental fees, however all events may be subject to after-