OIT College Union Campus Sponsored Events
Policy and Application

College Union policy allows recognized campus organizations and departments to "sponsor" a non-OIT-affiliated event or organization in the College Union which benefits OIT students or OIT. Some types of events for possible approval would be functions that are educational, promote OIT, enhance student life, enhance diversity, aid recruiting, or offer social venues to be attended by OIT students.   In order to ensure compliance with policies and protect all parties involved, the following guidelines will apply to these situations:

1. Approval requests must be submitted by the appropriate OIT student group or OIT department to the College Union Manager a <u>minimum of three (3) weeks</u> prior to the date of event. If the event is denied sponsorship, an appeal may be made to the CU Commission (see Sponsored Events Approval Process).

2. The activity in question must be related to the normal function of the sponsoring individual or group. Members of the sponsoring organization must be <u>present at</u> and <u>significantly accountable</u> for the event/activity in question. The sponsoring organization/department will be responsible for any damage repair or extra cleaning charges.

3. All groups using the College Union (whether internal or external) must abide by the Campus Food Policy, Campus Posting Policy, and Facilities Use Policy.

Event Name: _____ Event Date: _____

Type of Event: _____

Location of event: _____

Sponsoring Contact Person: _____

E-mail:_____ Phone #:_____

Detail why this event should be sponsored:

I am applying for sponsored event approval for the above event. I believe the event will benefit OIT students and/or OIT. As sponsor of this event, I realize my organization/department will be responsible for any damage repair or extra cleaning charges. I realize if this event is not approved to be sponsored, the event group is responsible for all charges associated with this event, i.e. room rental, damage repair, extra cleaning charges, etc.

Sponsoring Group Representative: _____

Name (print):_____

Date of Request: _____