



Sponsorship Form

Conference & Event Services is pleased to have the opportunity to assist in hosting your event. This document constitutes an agreement between Conference & Event Services and the Sponsoring Department for the administration of this program.

The SPONSOR is a Barry University school, department, office or unit who agrees that the above EVENT demonstrates a mutually beneficial affiliation between his or her school/department, the external organization and Barry University. The SPONSOR agrees to:

- Be present to serve as host during the event
- Serve as point of contact between University and Cooperating Organization
- Communicate event requirements to Conference & Event Services
- Cover any costs associated with the event not being paid by cooperating organization
- Request necessary audiovisual and sound equipment
- Arrange for catering/refreshments
- Communicate University policies for parking, alcohol and facility use to event participants
- Maintain order of and for all people during the event, and take precautions to protect University facilities and equipment from damage
- If it is a youth program, ensure that there will be an adequate numbers of chaperones (1 adult for every 12 minors)
- Arrange for removal of any and all decorations
- Ensure that the program is operated in accordance with all policies and procedures of Barry University

Event Name: _____ Event Date: _____
 Facility: _____ CES Reservation Number: _____

External Client Information

Name of Organization: _____ Contact Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Sponsor Information

Department/School: _____ Budget Code: _____
 Email: _____ Extension: _____

Level of Sponsorship: Waive Facility Fees

Bill other services to:	External Org	Department
Catering/Food Service		
Personnel (overtime, custodial, set-up)		
Parking/ Public Safety Fees		
Equipment Rental		
Other:		

Conference & Event Services shall provide the following services for the Program:

- Reserve the desired facilities
- Arrange for furniture set-up
- Approve all promotional materials including brochures, flyers, etc.
- Prepare Agreement for Facility Use for cooperating organization

Conference & Event Services agrees to waive the charges for facility use valued at \$_____.

Conference & Event Services will be reimbursed for any and all costs incurred which are associated with the program through an agreed upon interdepartmental transfer of funds.

The sponsoring department assumes full responsibility for all damage to the contents of the area during the time and date requested, which includes all furniture and fixtures, doors, restrooms, appliances, signs, and any equipment. Any and all equipment borrowed or rented for an event is strictly the responsibility of the sponsoring department.

After reviewing the agreement, please sign below and return this document to Conference & Event Services.

Print Name - **Dean/Department Vice President**

Signature