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| Application for Sponsored & Hosted Events | **Events Management & Guest Services**  2130 Fulton Street, McLaren 200  San Francisco, CA 94117  Tel 415.422.6166  Fax 415.422.6898  Email eventsmanagement@usfca.edu  www.usfca.edu/events |

**SPONSORED EVENTS**

**Description**: Sponsored events are University of San Francisco events; a department or division of the university is determining the content of the event and is planning and organizing all logistics, in conjunction with Events Management & Guest Services (EM&GS). In addition, a sponsored event is identified and promoted as a university event.

The **benefits** of being a sponsored event include:

□ Room rental fees are waived

□ Event liability insurance is at the discretion of Risk Management

□ No contract is required

The **obligations** of being a sponsored event include:

□ Treated as a normal USF event, and thus, a representative from the sponsoring department/organizations must act as the contact for the event, and liaise between EM&GS and the external organization

□ Advertise and promote the event to the university community

□ If the external organization/association doesn’t pay their invoice (if applicable), the sponsoring department is therefore responsible for any outstanding payments.

**A sponsored event** must meet these criteria:

□ The sponsoring department/organization must make the request for sponsored status via their Dean, (Vice) President, or (Vice) Provost.

□ A representative from the sponsoring department/organization must attend the event for its duration

□ A representative from the sponsoring department/organization must act as the contact (with EM&GS) for all event arrangements

□ The purpose of the event is not to generate revenue for an external organization

□ The event must support and benefit the educational, social and/or mission and vision of the university

□ The event must be open to the university community to attend

**HOSTED EVENTS**

**Description**: Although the university maintains a relationship with the community or outside organization, hosted events are not University of San Francisco events. The university may derive some benefit from holding the event on campus or from affiliation with the organization associated with the event, but the organization, and not the university, is primarily responsible for determining the content, agenda, logistical arrangements, and costs for the event.

**A hosted event** must meet these criteria:

□ The sponsoring department/organization must make the request for sponsored status via their Dean, (Vice) President, or (Vice) Provost.

□ The event must support and benefit the educational, social and/or mission and vision of the university

□ The event must be open to the university community to attend

□ If there is a charge to attend, the charge should be an attempt to cover the cost of the event.

The **benefits** of being a hosted event include:

□ Room rental fees are at 50%

□ EM&GS works directly with the external organization on the event arrangements

The **obligations** of being a hosted event include:

□ Event contract

□ Event liability insurance

□ Room rental fees (although at a discounted rate)

*If you’d like to request to bring a sponsored or hosted event to USF, contact the Reservations Manager in EM&GS to see if bringing the event is logistically possible. If it is, EM&GS will put a tentative hold on your requested space(s) for seven calendar days, while you work to get this application signed by your (Associate) Dean, (Vice) President, or (Vice) Provost.*

**External Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Event Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Date(s)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Requested Location(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brief Description of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**USF Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Submitting Individual**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean/V.P./P. Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Sponsored or Hosted Event?**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean/V.P./P. Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_