



ADMINISTRATIVE PROCEDURE

**ADMINISTRATIVE PROCEDURE NO: AP 400.06
RELATED TO POLICY NO. 400**

TITLE: CO-SPONSORSHIP GUIDELINES

Purpose – Co-Sponsorship & Campus Events

Umpqua Community College departments or student organizations may co-sponsor education programs and events which contribute to UCC students' out-of-classroom learning experiences or foster a more healthful, multi-cultural and respectful campus community. It is also our belief that the process of planning and implementing an event or program can (and should) in itself be a learning opportunity for participants who are involved in the effort.

Eligibility to Sponsor an Event

- All UCC departments are eligible to sponsor an event in accordance with UCC procedure. In order for a student organization to sponsor an event, the organization must be a recognized student organization.
- The event must be educational in nature, be open to all students and/or have the potential for campus wide impact, and support the academic mission of the college.
- Any group event sponsored by a College department or student organization may not charge admission unless all profits are for the benefit of the department or student organization.

UCC Department and Student Organization Responsibilities

UCC departments and student organizations sponsoring programs will be responsible for the planning and implementation of the programs. The sponsoring departments or student organizations are also responsible for complying with all specified guidelines set for that event as well as all local, state and federal laws. Failure to comply with all conditions may result in cancellation or termination of the event and/or suspension of future events as well as further disciplinary action.

Alcohol

Wine or beer may be served by an approved winery and with consent of the President. Form may be obtained from Event office.

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Criteria for Co-Sponsorship Requests

An Umpqua Community College department or student organization may request UCC sponsorship of an event for a **building use fee waiver only** if the event fits the mission of the college and is approved by the VP for Administrative Services or Designee. These guidelines do not apply to the usual College use of these facilities, i.e. productions and performances by the Fine and Performing Arts Department.

Following is a checklist of procedures for arranging a sponsorship:

1. Any department or student organization wanting to sponsor an event will obtain a "Request" form from the Special Events Office.
2. Complete form and obtain appropriate signatures.
3. Return form to Special Events Office 45 days prior to the event. (*Requests to serve alcohol must be submitted 90 days prior to the event.*)
4. Special Events Office will contact department or student organization representative to confirm approval of sponsorship.
5. If approved, representative should obtain and return a completed "Equipment Requirements Form" and signed "Facility Use Agreement." The reservation will be considered tentative and will be cancelled if this form is not completed and returned to the Special Events Office within five days following notification and approval.

Please note:

- Any adjustment to the hours the facility is to be used as noted on the "Facility Use Agreement" or "Equipment Requirements Form" requires approval by the Special Events Office.
- Department sponsors and student organization representatives shall review the *Facility Use Guidelines*. The Policy should be kept with the copy of the "Facility Use Agreement" and "Equipment Requirements Form" for reference.
- **One** department representative or **two** student organization representatives must be present at the event for the duration of the reservation period, including rehearsal and/or set-up/tear-down period.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 11/01/10

DATE OF LAST REVIEW:



Umpqua Community College (UCC) Co-Sponsor Representative _____ (Name)

requests permission from UCC Executive Council, to allow UCC to sponsor the event described below on behalf of the

UCC Department or Student Organization, _____ (Department/Organization)

Event Name: _____

Event Date: _____ Start Time: _____ AM/PM End Time: _____ AM/PM.

(Or for the following dates and times if more than one: _____

Campus Location(s): _____

Description of event: _____

The estimated number of adult participants at the event is _____.

External Organization Contact Information:

Contact Person: _____

Contact Phone: _____ Contact E-Mail: _____

Contact Address: _____

Estimated Room cost for this event: _____

Note: This approval applies to room fees only. Other charges may apply. (Typically, these charges include but are not limited to catering, custodial, security, house manager, and other hard costs.)

UCC CO-SPONSOR REPRESENTATIVE

UMPQUA COMMUNITY COLLEGE

Signature of UCC Representative Date

President/Vice President Date

For Official Use Only

- Approved by the Executive Council
Denied by the Executive Council