



Umpqua Community College is an equal opportunity employer and educator.

SPONSOR AND EVENT INFORMATION

Umpqua Community College (UCC) Sponsor Representative (Name)

Requests permission from UCC Senior Leadership Team, 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:

Estimated Room cost for this event: The estimated number of adult participants is

EXTERNAL ORGANIZATION INFORMATION

Contact Person:

Contact Phone: Contact E-Mail:

Contact Address:

SPONSOR ENDORSEMENT

Note: 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.) (Initials)

By signing below, I confirm that I have reviewed and agree to comply and fulfill the requirements of Board Policy 400 and Administrative Procedure 400.01, paragraph c, which govern College-sponsored events. (Initials)

UCC SPONSOR REPRESENTATIVE

UMPQUA COMMUNITY COLLEGE

Signature of UCC Representative Date

Chief Financial Officer Date

For Official Use Only

- Approved by the Senior Leadership Team
Denied by the Senior Leadership Team

Room Fee: Waived
Reduced to

Form Revised: 6/15/18