



Event Sponsorship Agreement

Department: _____

Faculty/Staff Contact: _____

Email: _____ Phone: _____

Outside Organization Name: _____

Contact Name: _____

Email: _____ Phone: _____

Event Name: _____

Date: _____ Reservation # _____

Start Time: _____ End Time: _____

Location Requested: _____

Estimated Attendance: _____

Has the department sponsored the event in the past? Yes No When? _____

Please describe the nature of the event and the departmental involvement

WSU Department _____ Date _____

Organization: _____ Date _____

RSC Event Services _____ Date _____

Sponsorship Guidelines

The Rhatigan Student Center welcomes the opportunity to work with WSU departments and community groups to sponsor events that benefit WSU and the Wichita community.

Events sponsored by WSU departments must meet the following criteria...

- The sponsoring department assumes responsibility for all activity for this event including:
 - Policy compliance
 - Event charges
 - Costs associated with damages to the RSC or other university property.
- Any charges that are 90 days overdue become the responsibility of the sponsoring department.
- All communications regarding the event will be with the sponsoring department.
- Attendance at the event must include members of the sponsoring department and Wichita State University faculty, staff or students.
- Events approved for sponsorship will not be charged room rental fees, however all events may be subject to after-hours charges, equipment fees, catering, security and cleaning fees where appropriate.