



## Sponsorship Agreement

Date:
Reservation #:
Event Date(s):
Student Group/KU Dept:
Event Name:
Contact Name, Student Group or KU Dept:
Contact Name, Sponsored Group:

I, \_\_\_\_\_, representing \_\_\_\_\_ (registered student group or university department), have read and agree to the following policy statement for sponsorship of non-KU groups to use the KU Memorial Union facilities.

I understand that the organization being sponsored by my group/department will be charged the university rate for space and equipment rental. I confirm that I have been provided with a reservation confirmation or proposal that accurately reflects the group's intended facility usage.

### **Sponsorship of non-KU Groups Policy:**

The sponsoring organization assumes responsibility for the non-KU group activity to include policy compliance, event charges and damages. The sponsored organization will be invoiced for any services associated with the event. Any charges that are 90 plus days overdue become the responsibility of the sponsoring organization. A contact person for the sponsoring and sponsored organization must be designated. It is highly recommended that both contacts be part of the planning process and be present at the event.

**KU Memorial Unions:**

**Registered Student Group or University Dept:**

\_\_\_\_\_  
**KU Memorial Unions Representative:**

\_\_\_\_\_  
**Group/Dept Representative:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Date:**