

ACKNOWLEDGEMENT OF SPONSORSHIP OBLIGATION

To: Auxiliary Services
(Office having Assignment Authority or Reservations Office)

As _____, I have been authorized to represent that
(Title of Department Head or Student Officer Position)

_____ has agreed to sponsor
(Sponsoring University Department or Student Organization)

_____ for the use of
(Name of External Organization)

_____ for the purpose of:
(Campus, Building, Room Number)

to be held _____
(Dates and Times)

In the event that the sponsored external organization fails to meet all the financial obligations incurred for the use of the described space, the sponsoring UHS department or registered student organization shall accept full responsibility for those financial obligations. Accordingly, I acknowledge that the sponsoring organization will be billed for any amounts due to the university and not paid by the external organization, including the refundable maintenance deposit. I acknowledge that this form will not serve as a reservation of space; nor will it serve to endorse the person or organization seeking sponsorship, their product/services, or their opinions; nor will it obligate or assign liability to the unit with assigned authority over the space, the university, or the UH system in any way.

Print Name of
(UHS Department Head/Student Org. Officer)

Signature of
(UHS department/Student Org. Officer)

Date

Email Address

Office Phone Number

Sponsored Organization Contact Information: Name, Phone Number, and Email.

Note: While sponsored organizations will not be charged rent in education and general spaces, they will be responsible for: 1) completing the university's Facility License Agreement; 2) providing a valid certificate of insurance; and 3) paying for any direct expenses associated with the event, including police or security services; cleaning costs; catering; and parking. Processing of the facility license agreement and direct expenses are the responsibility of Auxiliary Services.