**SPONSORSHIP APPLICATION COVER SHEET Date:**

**Requesting Campus Department:**

**Off-Campus Organization/Event:**

|  |
| --- |
| **Requested Information**  Any sponsored activity must support and further the mission and purpose of Brigham Young University. The sponsoring college, division, department, or service area assumes responsibility for the appropriateness of the activity for campus, conduct of participants, and all direct costs associated with set-up and arrangements for the event. Full sponsorship authorization is required before facility or equipment usage can be confirmed. Such events are subject to established scheduling priorities and fees.  In a separate attachment, please provide the following information to initiate your department’s request. A brief one or two page outline typically contains sufficient detail to conduct a review of policy and allow the Campus Scheduling Office and other departments that may be consulted in the approval process to make an informed and timely decision.   1. Sponsor: Name of department, contact person, campus address, phone, e-mail 2. Purpose: overall objectives, rationale for department involvement and use of university resources 3. Description: nature of activity, planning and organization, anticipated set-up/arrangements 4. Targeted group: intended audience and expected number of attendees 5. Proposed Date, Location, and Time: preferred campus venue and requested timeframe 6. Faculty/Staff Involvement: how department personnel will contribute to or support activity 7. Student Involvement: how students are expected to contribute to or support activity |
| **Approval/Signatures**  *The following signatures indicate support for the activity and confirm appropriate oversight for the event on campus, financial accountability, and compliance with university policies and guidelines.*   |  |  |  | | --- | --- | --- | | **Department Chair** | *Name:* | *Department:* | |  | *Signature:* |  | | **Other Approvals**  *(e.g.-Risk Management, HFAC scheduling, NCAA as needed)* | *Name:*  *Signature:* | *Department:* | |  | *Name:* | *Department:* | |  | *Signature:* |  | | **Dean/Director:** | *Name:* | *College/Division:* | |  | *Signature:* |  | |  |  |  | |
| **Submit documentation to: Campus Scheduling, 3371 WSC, 422-3134, 422-0647 (fax), scheduling@byu.edu** |

*Office Use Only* Date submitted:

Comments:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 Approved

*Scheduling Authorization* 🞏 Not Approved

🞏 Referred to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requirements for Sponsorship of Non-BYU Organizations**

“The resources used at BYU come from the tithing funds of the Church, contributions from donors, purchases by customers and funded research. Regardless of source, all resources given to BYU are considered sacred. This means that we are careful with the resources we have been given. It means that funds allocated for one purpose are not to be diverted to another purpose…it means we will evaluate what we do on a regular basis and fund only those activities that make a real contribution to the mission of the university.” [*http://www.byu.edu/hr/HRS-Values*](http://www.byu.edu/hr/HRS-Values)

A sponsorship application must be completed anytime a non-BYU entity wishes to hold an event on campus through a sponsoring department. Both entities must understand and comply with the following:

- **The sponsored event must support and further the mission and purpose of Brigham Young University**, the college, division, and/or department. The Dean or Director of the sponsoring organization must approve the justification for sponsorship. Academic Buildings are intended to be scheduled only for academic purposes.

- The completed sponsorship application (cover sheet and attached documentation) must be submitted a minimum of ten working days prior to the activity/program.

- As part of the process, requesting campus departments must first submit the sponsorship application to Risk Management and Safety in the RMB (B-49) or via email to [roy\_angel@byu.edu](mailto:roy_angel@byu.edu) for review and clearance. Upon clearance, the sponsorship application will be returned to the sponsoring organization for submission to Campus Scheduling for final approval.

- The sponsoring organization is financially responsible for all direct costs associated with the event. When sponsorship is approved, a Work Request Form will be sent to Physical Facilities, if required.

- The sponsoring organization is responsible for ensuring compliance with university policies regarding the use of approved food service providers and the university’s exclusive beverage contract on campus.

- No charitable or humanitarian fund-raising will be allowed (see Use/Scheduling of BYU Facilities by University/Non-University Group Policy).

- All funds and ticket sales must be administered in accordance with university policy and established guidelines of the facility that is being used.

- Sponsorships involving Athletics must be cleared by the campus NCAA compliance officer.

-Requests may be denied that are deemed to set an unwanted precedent for the use of university facilities or do not sufficiently represent the best interests of the university.

Return the completed sponsorship application paperwork to the Campus Scheduling Office in 3371 WSC (801-422-3134, [scheduling@byu.edu](mailto:scheduling@byu.edu)) for final approval. The request will then be reviewed to confirm compliance with Brigham Young University policies and procedures.