



## EDGEWOOD COLLEGE

# Declaration of Event Sponsorship and Rental Fee Appeal Form

### Overview:

College Sponsored Events are considered to be the business of the College and do not require a contract. Many of the costs associated with these events (wear and tear on room and furniture, electricity, bathroom supplies, technology setup and support, room setup and teardown, parking, security, etc.) are absorbed into the college's operating expenses and are directly subsidized by students' tuition. Events that do not meet the criteria below may be more appropriately classified as a rental.

Edgewood College departments and offices often partner with external organizations or groups to build partnerships and to provide continued opportunities for the Edgewood College Community. The decision to sponsor an event affects many different departments on campus and takes considerable planning beforehand. This form will help us better understand the nature of the partnership between your department/office and the external organization and help you better understand your responsibilities in planning and coordinating the event.

**In order for an event or program to be considered a College Sponsored Event, all of the following criteria must be met:**

- The event is directly related to the work of the department/office sponsoring it.
- The department/office is responsible for all operations associated with the event, including but not limited to:
  - The department/office will cover any and all costs for the event from monies in their department budget. An Edgewood College account number is required for event expenses before reservations can be confirmed. This includes catering. The Sponsoring Department will be responsible for recovering any charges from the external organization to reimburse their internal account. No external invoicing will be provided.
  - The sponsoring department/office invites, contracts, and pays for any speakers, services, or performers associated with the event.
  - Edgewood College has primary control over the timing and location of the event.
  - Any fees for participating in the event are paid directly to Edgewood College via an internal account number.
  - A member of the department/office will represent the college during the event and ensure that all college policies are enforced.

Please return this form to the Events and Conference Services Office for processing. The form will then be sent to the Director of Facilities and your division Vice President for approval. The EC Staff or Faculty member will be notified via email once the event has been approved for sponsorship. You will then be able to reserve space and request services.

Thank you for completing the attached form, please contact us with any questions!

*Nichole Rosa-Robinson*

Event and Conference Services Manager  
1000 Edgewood College Drive  
Event & Conference Office  
Phone: 608 663-2392  
Email: nrosarobinson@edgewood.edu

*Natalie Callahan*

Event and Conference Services Coordinator  
1000 Edgewood College Drive  
Event & Conference Office  
Phone: 608 663-6789  
Email: ncallahan@edgewood.edu

# Edgewood College Declaration of Sponsorship and Rental Fee Appeal Request

This form requires annual renewal.

**Name of Event:**

**Date and Start/ End Time:**

**Intended Audience:**

**Name of External Organization:**

**Tax Status of External Organization:**    **Tax Exempt**                      **Not Tax Exempt**

**Name of Contact for Ext. Org:**

**Email Address:**

**Phone Number:**

*Space at Edgewood College is often limited, with the continued education of our students as the primary business of the college. A reduced or waived fee indicates that Edgewood College would be subsidizing at least a portion of your event. Substantial benefit to Edgewood College should be shown in reference to the key strategies.*

**What is the purpose and the educational nature of the event or partnership:**

.....**Form is Continued on the next page.....**

**In light of the Edgewood College mission, how will this event or partnership directly benefit Edgewood College students or a specific department:**

**How will this event or partnership benefit the Edgewood Community:**

**Please list any other comments regarding this event or partnership here:**

**EC STAFF/ FACULTY MEMBER TO BE PRESENT:**

*Please note that by placing your name here you are agreeing to be present for the entire event and to be responsible for any additional charges that have not been waived.*

**DEPARTMENT:**

**EC ACCOUNT NUMBER**

**PLEASE CHECK ALL OF THE FOLLOWING WHICH APPLY:**

This program is educational in nature

All associated costs will be paid for from an EC ACCOUNT

Participants will pay a registration fee or you will be asking for a donation.

**(Please note that all funds collected for this event must be paid directly to Edgewood College.)**

The **EC SPONSOR** is an Edgewood College faculty, staff, or student who agrees that the above **EVENT** demonstrates a mutually beneficial affiliation between his or her **OFFICE/DEPARTMENT**, the **EXTERNAL ORGANIZATION**, and Edgewood College. The **EC SPONSOR** agrees to be in attendance at the event and coordinate the reservation of meeting facilities and services including all technology needs, food services, room setups, and any other services required for the **EVENT**. Failure to meet these conditions will result in a rental charge to the **OFFICE/DEPARTMENT** for meeting facilities and services. The **OFFICE/DEPARTMENT** is the principle College group sponsoring the event. Should any charges be assessed or damage occur, they will be assessed to the **EC ACCOUNT NUMBER** listed.

Possible fees can include: Facility Rental, Technology Equipment, Food Service, Personnel (Custodial, Set-up, Teardown, Event Staff), Miscellaneous (Parking, Security, Other Equipment), and/or Damage Fee.

**This form requires annual renewal. The renewal date 12 months from the approval date below.**

**Please return this form to the Events and Conference Services Office for processing. The form will then be sent to the Director of Facilities and your division Vice President for approval. The EC Staff or Faculty member will be notified via email once the event has been approved for sponsorship .**

**You will then be able to reserve space and request services.**

**FOR EVENT OFFICE USE ONLY :**

Room(s) Requested:

Rental Fee:

Catering Services:

Catering Labor (\$17.50/hour):

Tech Services:

Tech Labor (\$35/hour):

Facilities' Services:

Facilities' Labor (\$35/hour):

**Total Operating Costs:**

**Total Rental Fee still applicable:**

**Signature of Director of Facilities Operations and date:**

**Signature of the College President or Division Vice President and date:**