



William Pitt Union

Sponsorship Agreement

TODAY'S DATE:
RESERVATION ID #:
EVENT DATE(S):
EVENT NAME:
EVENT CONTACT NAME:
SPONSORING DEPARTMENT/STUDENT GROUP:
SPONSORED GROUP:
SPONSORED GROUP CONTACT NAME AND PHONE #:

I, _____, representing _____ (registered student group or university department), have read and agree to the following policy statement for sponsorship of non-Pitt groups to use University facilities.

I understand that the organization being sponsored by my group / department may incur charges 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

The sponsoring organization assumes responsibility for the non-Pitt group activity to include policy compliance, event charges and damages. The sponsored organization will be charged for any costs associated with the event. Any charges that are 90 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.

WPU/OSC Reservations Staff Member

Event Contact

Date

Date