



UTAH TECH UNIVERSITY™

Event Sponsorship Request Form (for Utah Tech Employees only)

Today's Date:		If this sponsorship is approved, proof of insurance is usually not required. UT Dining Services must provide all food for the event at an additional cost.			
Event Full Name (no acronyms please):					
Event Date(s):	Event Start Time (am/pm):	Event End Time (am/pm):	Set-up Date/Time:	Take-down Date/ Time:	Expected Attendance:
Venue/Rooms (list all spaces please):					
Event Description (be very specific):					
How this event promotes the mission of Utah Tech:					
How university employees and/or students are involved:					
Y	N	This event promotes the University's mission and objectives.			
Y	N	This event is for professional development/recruitment.			
Y	N	The majority of event attendees are Utah Tech students, faculty, and staff.			
Y	N	Will attendees and/or patrons be paying to attend the event?			
Y	N	If the answer to the above question is "Yes", is this an educational (K-12) camp or program?			
Y	N	Does this event involve minors or vulnerable adults?			
		If yes, please answer the three questions below.			
	Y	The leader of the camp and/or responsible party(s) has read and understands the Minors on Campus Policy #150 requirements.			
	Y	Every supervising authorized adult required to have training per policy #150 has completed it.			
	Y	Every supervising authorized adult that is required to sign an electronic waiver has signed.			
Y	N	Are there any other off-campus facility options that could host this event?			
Y	N	My department/school agrees to provide their account number and pay for set-up/take-down, specialized/technical equipment, labor hard costs, and, if applicable, facility/space rental fees.			
Y	N	I understand the sponsor is responsible to collect event revenue and reimbursements.			
Y	N	Is this event being scheduled a minimum of two weeks (preferred four weeks) in advance?			
Y	N	I understand that I must contact and/or arrange needed services:			
		*Guest Services (435-652-7677)	*Event Production (435-879-4478)	*IT/Media Support (435-652-7959)	
		*Dining Services (435-652-7676)	*Ticket/Box Office (435-652-7800)	*Police/Security (435-652-7515)	
				*Risk Management/Safety (435-652-7722)	
Y	N	As the sponsor, I understand that I must have a Utah Tech representative attend the event.			
Y	N	As the sponsor, I understand that I am responsible for Utah Tech facilities & equipment.			
Y	N	The ability to serve alcohol at an event on Utah Tech properties is restricted under University Policy #158. Event sponsors requesting alcohol service must receive written approval from the Utah Tech Event Sponsorship Committee. Are you requesting permission to serve alcohol and will provide a certificate of insurance?			
*The use of Utah Tech trademarks and copyrighted materials is prohibited without the express permission of UT's Marketing & Communication Department.					
* Future scheduling and facility use privileges are dependent on adherence to this form and Utah Tech policy.					
Dean or Director Signature			UT Department Sponsoring Event:		
Budget Administrator Signature			Index & Account Codes for Billing Required:		
Responsible UT Person Attending Event Signature			Responsible Person's Cell Number:		