Samford University Policy (1.02) defines an “Internal Event” in the following manner:

“An event organized by an administrative or academic unit within the University, staffed by University employees acting within the scope of their employment.”

Also included in this group are the intercollegiate athletic departments and teams, University committees, governance bodies, councils, and student organizations officially registered with the Office of Campus Life.

Organizations that may request use of University indoor and outdoor spaces and facilities for University events are:

- Academic departments
- Student Organizations officially registered with the Office of Campus Life
- Administrative offices
- Any other internal organization officially recognized by the President's Office

The policy defines “External Event” in the following manner:

“An External Event is defined as an event organized by all other categories of prospective users, even though some of the members or participants may be University personnel, alumni, or students. An External Event may be an individual, non-profit, or for-profit organization.”

Occasionally, a University department wishes to sponsor an event conducted by an outside organization or group because it is beneficial to the function of the department and/or the mission of the University. The standard rental fee can be waived in this instance if the following criteria are satisfied:

1. A sponsored event must relate to the mission and function of the sponsoring department, the mission of the University and its mission and values.

2. The faculty member or administrator from the department that sponsors the event must serve as liaison between the group being sponsored and the University. This liaison should also encourage attendance by other members of the sponsoring department. Liaison responsibilities include:
   - Serve as the primary point of contact and plan the event with Event Services staff to reserve space, provide logistical information, and arrange technology support and auxiliary support services as required.
   - Provide a budget line number to reconcile expenses such as catering, printed materials, equipment rental, duplicating, etc.
   - Review concepts that are to be presented at the event to ensure that they are not counter to the University and its mission and values.
   - Ensure that the use of the Samford University name or logo on any printed material, broadcast media or advertisement has prior approval of the University Marketing and Communications Office.
   - The liaison must attend the event. _____________ (Sponsor’s Initials)
If this event satisfies all the above criteria, complete the Sponsorship Verification Form, including a signature by the appropriate Vice President or the Provost.

Date of Application: ____________________________

Name of the Group Sponsored: ________________________________________________________________

Name of Event Sponsored: _______________________________________________________________________

Briefly describe how this event qualifies as a sponsored event as described in Policy 1.02:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Date of Event: ____________________________ Event Title: _________________________________________

Location of the Event: ___________________________________________ # of Attendees_________________

Sponsoring Department: ______________________________________________________________________

Sponsor’s Name: __________________________________________ Campus Phone #: ______________________

Sponsor’s Title: __________________________ Sponsor’s Index Code: ________________________________

Sponsor’s Signature: _________________________________________________________________________

Events Management Recommendation: □ Approved □ Denied

Events Management Signature: __________________________ Date: _________________________________

Reason: ____________________________________________________________________________________

Vice President/Provost Name/Title: ____________________________________________________________________________________

Vice President/Provost Signature: ____________________________________________________________________________________

*Vice President/Provost Signature Required for all sponsored groups

Sponsorship request forms should be submitted to the Event Management office first, and before the event is planned in detail. SPACES requests will not be approved until this form has been completed. Any incomplete forms will not be accepted. Please contact the office of Events Management if you have any questions, 205-726-2355.

| For Event Management Use Only | Event Management Approval: | Date Received: |