

Native American Student and Community Center

CO-SPONSORSHIP Department Program Student AND External

CO-SPONSORED EVENT POLICY: Any event or activity where an PSU Internal User (a PSU program, department, student group, or committee) and an External User **share a degree** of responsibility for planning, control, and management. The Event must fit within the mission of the co-hosting PSU entity.

Terms and Conditions:

- 1) Internal User and External User understand that the NASCC will rely upon the information provided in this agreement and the attached room reservation form in any matters related to user group, facilities, services, and/or fees.
- 2) Scheduling and or set-up staff will coordinate services with the representative of the Internal User.
- 3) Unless otherwise specified, the Internal User will be responsible for the internal rent, any set-up or clean-up fees.
- 4) Only the reservation confirmation, delivered to the Internal User by email (unless another method is agreed) will serve as approval for the event and this agreement.

Name of the Internal User program, department, student group or committee

Name of the External User, organization or individual

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| Representative of the Internal User for the Event |
| Name |
| PSU phone or extension |
| Email |

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| Mission of Internal User: |
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| Description of the event |
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I certify that I am authorized to serve as a representative of the above organization, this event conforms to the specifications of the co-sponsorship policy and that if this co-sponsorship is with a student group, using SFC funds that there will be active PSU student participation and attendance.

Internal User Print Name _____ Signature _____
(Approval of student advisor for student groups)

External User Print Name _____ Signature _____