



**SciTech Campus Office of Events  
Management**  
Sponsorship Request Form  
Potomac Science Center

Please read carefully the requirements for sponsorship and complete the questions below. When you have finished this form, **return it to the SciTech Campus Office of Events Management** (pscevent@gmu.edu). Your event manager will advise you when the sponsorship is approved or not. If a form is not submitted prior to the event, your event may be cancelled.

**What is sponsorship:** A recognized Internal Organization (Mason university offices, departments, units, divisions) collaborating with an External Organization(s)\* to hold an event in any of George Mason University’s facilities. Approved sponsorships will receive a 50% reduction of the room rental fee. Others fees will apply to the reservation.

**EVENT Information**

- Reservation Number (from 25-Live): \_\_\_\_\_
- Event Name: \_\_\_\_\_
- Event Date/s: \_\_\_\_\_
- Internal Organization Name: \_\_\_\_\_
- External Organization Name: \_\_\_\_\_
  - Type of organization: \_\_\_\_\_
  - Name and title of signatory authority for External Organization: \_\_\_\_\_
- George Mason University Point of Contact: \_\_\_\_\_
- Internal Org Code: \_\_\_\_\_

**Requirements for Sponsorship:** *(By placing your initials in the box next to each statement, you verify the information you provide is correct)*

	Initials
The event is a collaboration between an Internal Organization and an External Organization(s).	
The university and/or my Internal Organization will be recognized in all marketing materials as a sponsor or co-organizer of the event.	
The purpose and content of the event is relative and consistent with the mission of the University.	
The event meets the overall strategic goals and purpose of my Internal Organization.	
The Event Client will be present for the entirety of the event and is the point of contact for University Events. The name of the individual and contact information must be provided at the time the reservation is made.	
Our Internal Organization is responsible for all fees associated with the event.	
This scheduling and execution of this event does not violate University Policy 4001: Conflict of Interests for faculty and staff involved	

**\*\* PLEASE NOTE: External Organizations(s) shall be required to enter into a formal contract (Event Agreement) with the University for use of University space. If this event is a requirement of a federal grant awarded to the University, you are not required to fill out this form, but you must submit a copy of the agreement to confirm the reservation.\*\***

**EVENT Information**

- Event Description:

- What is the correlation between the event and the mission of your Internal Organization? Please explain the collaboration and value to Mason.

- Are funds being raised in connection with this event either through a registration fee or fundraising? If so, how are those funds being distributed?

- How many members of your Internal Organization will attend the event?

- Is this event open to the campus community at no charge/discounted rate?

- Please attach relevant marketing materials, budget or website information.

*\*\*\* Please note that the Internal Organization is responsible for all fees associated with the event, but University Events offers the option of billing the External Organization directly. If the External Organization is billed and we do not receive payment within 30 days of invoice, the Internal Org code will be charged.*

**-Signature Page-**

Please print your name and title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Signature of the Dean of your college or the Vice President of your division & Date:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use Only:**

Sponsorship Approved: YES      NO

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*The university reserves the right to deny an individual, department or organization use of space for a semester or more if the event were to be consciously misrepresented, to include the revocation of any reservations made prior to the misrepresented event. Repeat violations could result in a long-term ban on the use of space. (Admin. Policy 1103)*