**External Event Sponsorship Request Form**

An external organization/company requesting to host an event on URMC/CEL property must have a sponsorship agreement with an UR/URMC department. This form must be submitted to the URMC Center

for Experiential Learning to: Daniela\_elliott@urmc.rochester.edu and Joshua\_Skolnik@urmc.rochester.edu for approval, prior to reserving space/date.

**Please note: CEL requires 60 days to review/approve the request.**

|  |  |
| --- | --- |
| **External Organization:** |  |
| **Contact Name:** |  |
| **Contact Title:** |  |
| **Email:**  |  | **Phone**: |  |

|  |  |
| --- | --- |
| **URMC Department:** |  |
| **Faculty/Staff Contact Name:** |  |
| **Email:**  |  | **Phone**: |  |

|  |  |
| --- | --- |
| **Event Name:** |  |
| **Ideal Date(s):**  | 1.2.3. |
| **Start Time:** |  | **End Time:** |  |
| **Location(s) Requested:** |  |
| **Approx. URMC Attendees:** |  | **Approx. External Attendees:** |  |

|  |  |
| --- | --- |
| **Has the URMC department sponsored this event in the past? If yes, when?** |  |
| **Please describe the nature of the event and of the department’s involvement:** |  |
| **Is this an exhibitor/vendor show?** **If yes, please provide a list of exhibitors/vendors:** |  |
| **How does this event align with the URMC department’s mission/goals?** |  |

**Select all that will apply:**

[ ]  Food/Beverages? [ ]  Tickets to be sold? [ ]  Parking needed?

[ ]  Media/Press Involved? [ ]  Merchandise to be sold? [ ]  Minors attending?

[ ]  Will alcohol be served?

Additional Information/needs:

**Required documents to be submitted along with the External Event Sponsorship Request Form:**

1. Event Agenda
2. Organization/Company Certificate of Insurance
3. Facility Use Agreement Form (attached or available online)
4. Insurance Requirement Document (attached or available online)

**Attestations and Signature**

* I (or my department) will not share individual UR email addresses, or internal UR email lists, with the external organization.
* The external organization will not market this event without permission and review of materials by my department. ***It is very important that marketing materials do not give the impression that the event is sponsored by the University of Rochester.***
* The [URMC Industry Interactions Policy](https://www.urmc.rochester.edu/quality/interactions-policy.aspx) contains important guidelines for interactions with industry representatives.

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Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approval Decision:**

**CEL Internal Events Coordinator (type name):**

[ ]  Approved [ ]  Denied

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Signature Date

**CEL Director (type name):**

[ ]  Approved [ ]  Denied

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Signature Date