**CLEVELAND STATE UNIVERSITY**

**ESTABLISHMENT OF PARTNER ORGANIZATION RELATED TO USE OF UNIVERSITY FACILITIES**

Instructions: Submit Information Outlined Below to Conference Services.

*Procedures Citation, Definitions: “PARTNER ORGANIZATION”. is an external organization that has been designated a “Partner Organization” by a Dean, Vice President or equivalent senior University leader for a specific event or series of events, in writing, to the Director of Conference Services.*

1. **Dean, Vice President or Equivalent Senior University Leader in Support of Organization Which Will Be Partner.**

Name:

Title:

Email Address:

Campus Phone:

Signature:

Date:

1. **Duration of Partnership Being Established.**

Start date:

End date:

1. **External Organization Which Will Be Partner Related to Use of University Facilities.**

Company/Organization Name:

Representative Name:

Email Address:

Phone:

Mailing Address:

*Procedures Citation, Definitions: “PARTNERSHIP EVENT” is a program or activity that is planned and directed by a Partner Organization with the support of a University Organization.*

1. **Dean, Vice President or Equivalent Leader’s Designee for Any Events held at CSU**

Name:

Title:

Email Address:

Campus Phone:

1. **Dean, Vice President or Equivalent Leader’s Commitment of Funds and/or Resources.**

Seek Discounted Facilities Use Fee [rent] from Conference Services? Yes. No.

Providing University Funds? Yes. No.

If yes, University Account Information:

Providing on Campus Advertising for Event[s]?

**Conference Services Use Only.**

Director Name:

Director Signature:

Date.