

PARTNER ORGANIZATION APPLICATION AND ENDORSEMENT

A **“PARTNER ORGANIZATION”** is defined as 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.

Endorsement of an organization as a Partner Organization by a Senior University Leader indicates that the event(s) hosted by the Partner Organization will support the mission of the University, including the desire for outreach to the local community to enhance the reputation of both. The University Organization may be charged for event expenses if Partner Organization fails to make payment. Additionally, the University Organization acting in partnership with the Partner Organization must have a representative on site during the event(s)

- **Please note: Partner Organization status is valid for 12 months. Partner Organizations are also required to complete and submit additional documentation for each scheduled event including but not limited to a Facility Use Agreement and a Performance Agreement as appropriate.**

1. University Organization

Name:	
College or Division:	
Department/Student Organization:	
Dept. Account Number: (must be 10 digits)	
Email Address:	
Campus Phone:	
Name and Title of Senior University Leader:	
Signature:	Date:

2. External Organization that will be the Partner Organization

Company/Organization Name:
Representative's Name(s):
Representative's Title(s)
Website URL and/or social media accounts:
Email Address:
Phone(s):
Mailing Address:

3. Partnership Event Representative(s) from University Organization

Name:
Title:
Email Address:
Campus Phone:
Mobile Phone:

4. Dean, Vice President or Equivalent Leader's Commitment of Funds.

Will University Organization Be Making Payment for Any Event Costs? YES NO
If yes, for which Event Costs?

Conference Services Use Only.

Director Approval (Y or N): _____

Director Signature: _____

Date: _____