

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 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:

2. Duration of Partnership Being Established.

Start date:
End date:

3. 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.

4. Dean, Vice President or Equivalent Leader's Designee for Any Events held at CSU

Name:
Title:
Email Address:
Campus Phone:

5. 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.