

## SPONSORED EVENTS

### UAS Office of the Registrar Sponsored Events Policy/Procedures

An event initiated and conducted by an organization not affiliated with the University of Alaska Southeast may be sponsored by a UAS department when the event is aligned with the school/department mission and objectives. This form **only** covers room rentals in the **Egan classroom wing, the Noyes Pavilion, and the Mourant courtyard**. Visit [uas.alaska.edu/registrar/scheduling.html](http://uas.alaska.edu/registrar/scheduling.html) for information on other rentals.

**When the department sponsors an event, they assume the room rental cost at the reduced rate of 25% of the originally quoted room rate.**

#### The sponsorship will be processed if it meets the following conditions:

- A. The sponsorship of the event by a UAS department will result in **mission fulfillment**, promotional and/or advertising benefit to the University of Alaska Southeast
- B. The sponsorship has been approved by the UAS **Department Dean/Director** (provided on the sponsorship request form); and
- C. The sponsoring UAS Department's **FUND/ORG** have been provided to apply charges.

#### Important considerations:

1. Sponsorship covers **ONLY** the classroom rental fees. Additional services are available by contracting with other UAS services: IT Services, Food Services, Facilities, Promotion/Calendar Notice, Risk Management.
2. No partial sponsorship requests will be processed. The sponsorship must apply to the entire room rental rate.
3. Review the Definitions/Roles on the Sponsorship Request form.
4. Refunds are only granted if given two (2) business days notice of cancellation prior to event date.
5. Should the UAS sponsor department wish to withdraw the sponsorship, it assumes the responsibility to notify the organization. Room Scheduling will bill the UAS sponsoring department unless the commitment to pay the full room rate or cancellation has been received in writing from the organization's point of contact within three (3) business days of the event start date.
6. Room Scheduling will have ONE point of contact for the facility request - organization point of contact only.
7. Room Scheduling will not act as a liaison between the organization and sponsor coordinator, and will not coordinate additional services for the event on behalf of the organization.

#### Classroom Rental Rates - Effective February 15, 2018

#### Sponsorship Steps for the Customer

1. Submit an **Event Request Form online** at <https://roomschedule.uas.alaska.edu> (must be received at least a week prior to the event).
2. Obtain the support and written approval to sponsor the event by covering facility use costs from the appropriate UAS department Dean/Director. Complete the **Sponsorship Request Form** (due within three (3) business days after receiving the room rate quote).
3. EMAIL a copy of the completed Sponsorship Approval form to Room Scheduling at [uas.rooms@alaska.edu](mailto:uas.rooms@alaska.edu)

#### Frequently Asked Questions (FAQs)

Q. Do all non-UAS organizations need to go through this process?

A. No. Many external organizations have an existing MOU or MOA which allow them to use UAS facilities under the same provisions as UAS departments. Depending on a given event, the Risk/Insurance form may still be required.

Q. Can an individual person sponsor an event?

A. Only UAS Departments with the approval of the appropriate Dean/Director can sponsor the event.

Q. Does the sponsor coordinator have to belong to the UAS Department that is sponsoring the event?

A. Technically, an individual should **\*not\*** be shopping around for a department sponsor. Organizations should work with department representatives who can then identify a sponsor coordinator. The sponsor coordinator does not have to be a member of the UAS department to request sponsorship.

Q. Can I schedule a room before the Sponsorship is approved by the appropriate UAS Department Dean/Director?

A. No, requested rooms will be held as PENDING or TENTATIVE status until sponsorship has been approved or full payment is received.

Q. What if the Sponsorship Request was denied?

A. The UAS Affiliate can try to identify another potential UAS Sponsor for the event; otherwise, the Customer will be responsible for the full amount of the room rate to schedule the room.



# UNIVERSITY of ALASKA SOUTHEAST

JUNEAU CAMPUS  
REGISTRAR'S OFFICE  
11066 AUKE LAKE WAY  
JUNEAU, AK 99801  
TEL: (907) 796-6366  
FAX: (907) 796-6365  
EMAIL: uas.rooms@alaska.edu

## SPONSORSHIP REQUEST

PLEASE COMPLETE ALL INFORMATION REQUESTED ON THIS FORM  
SUBMIT A COPY TO THE REGISTRAR'S OFFICE ONCE APPROVED

organization name

organization's point of contact name | phone | email

event name | event dates

campus locations requested for the event

sponsor coordinator (cannot be the organization point of contact) | email

reservation #	room rate quote*
*sponsorship room rate - 25% of room rate quote	

Description of Benefit to the University of Alaska Southeast:

fund | org

I hereby approve the payment for the facility use of the event. I understand charges will be applied to our department fund/org listed above at the sponsorship rate.

✕ | |  
uas department dean/director signature | printed name | date

### Definitions/Roles

**Organization** - Name of the non-UAS organization requesting UAS classroom use. Responsible for the full payment amount of room rate if sponsorship is denied.

**Organization's Point of Contact** - The main point of contact who reserves the room and coordinates additional event services, receives invoice, and CANNOT be the Sponsor Coordinator. Must be present for the entire duration of the event.

**Sponsor Coordinator** - UAS faculty/staff associated with the organization and coordinates the sponsorship for the event. Acts as a liaison between the appropriate UAS Department Dean/Director and organization to secure sponsorship and/or coordinates additional event services. Responsible to ensure event is posted on the appropriate UAS Calendars. Must be an active participant of the event.

**Sponsoring Department** - UAS Department that will provide full payment for the sponsorship room rate (25% of room rate quote) approved by the appropriate UAS Department Dean/Director.

**Room Scheduling** - Receives/reviews event request and schedules event/meeting as PENDING or TENTATIVE status. Provides room rate quote required for the Sponsorship Request form. Communicates ONLY with the Organization's Point of Contact.