

LENOIR-RHYNE UNIVERSITY

Sponsored Event

Sponsored Events will be in direct correlation to the mission of Lenoir-Rhyne University.

Sponsored Events are those in which an outside group requests through a LR College /School or Organization for their assistance with and to use LR's facilities for their event.

RESPONSIBILITIES OF:

Lenoir-Rhyne University College / School or Organization

- To act as the liaison between outside group and LR
- To provide outside group, event and facility information requested.
- To state who will cover real costs incurred by the event.
- To provide LR representative to be present for duration of event.
- To contact LR Admissions if event participants are potential LR recruits.
- LR Student Organizations must have the Advisor sign this application.

Outside Group

- To provide LR College / School or Organization with their contact, event and facility information
- To sign and return event contract
- To provide a Certificate of Liability Insurance
- To provide a Technical Rider if event involves an auditorium or technical support
- To cover real costs if required

Conferences & Events Department

- To contract event with outside group stating costs to be incurred
- Forward copy of signed contract to Sponsoring College / School or Organization
- To provide LR Security with event information

LR College / School or Student Organization: _____ LR Box #: _____

College Dean / School Chair / Organization Member: _____ Telephone #: _____

Event Name: _____ Event Date(s): _____ Event Attendance #: _____

Facilities Requested: _____ Catering: Yes _____ No _____

Access Time: _____ Event Start: _____ Event End: _____

LR Faculty, Staff, Student or Organization to be present @ facility for duration of event: _____

Outside Group: _____ Outside Group Representative: _____

Address: _____ Telephone #: _____ Fax #: _____

City: _____ State: _____ Zip: _____ E-Mail _____

Costs of Event to be Paid by:

LR College / School / Organization: _____ **Outside Group:** _____

Catering – contract directly with Aramark

Custodial Service – charged @ cost

Technical Fees – charged @ cost

Student present @ facility for duration of event

- \$50 for 8-hour day; \$75 for over 8-hour day. This is paid directly to the student after the event.

No charge for LR Faculty / Staff or Volunteers

No charge for Student Organizations Supporting their Philanthropy

Facility Fee is Waived for Sponsored Events

Student Organization Advisor Signature: _____ **Date:** _____

Return Completed Application to Director, Conferences & Events
P.O. Box 7545

Revised 8/19