

## **STUDENT GROUPS CO-SPONSORING AN EVENT**

\*On occasion a recognized student group may agree to co-sponsor an event or activity with a non-university organization. Co-sponsorship is not intended to be a mechanism for non-university users to avoid rental and service charges, therefore organization co-sponsorship of an event or activity is subject to the following conditions:

- 1) the student organization is primarily responsible for planning the event;
- 2) the student organization is primarily responsible for implementing and producing the event;
- 3) the event has a clear, direct connection and substantial relationship to the purposes of the student organization;
- 4) a percentage of the student organization members must be on-site and in attendance at the event or activity (at least 25% is recommended);
- 5) the event has logical and demonstrable relationships to the objectives and mission of the University;
- 6) co-sponsorship must be approved by the Faculty sponsor for the student organization.
- 7) to open the facility during times that either the Recreation Center or Student Center is not scheduled to be open, a request needs to be made in writing at least two weeks in advance and the student organization will need to pay a \$25.00 opening/late closing fee plus \$25 per hour the facility is needed;

If a student organization is to sponsor an event in the Recreation Center or Student Center, the following costs will still be associated:

- Grand Hall (\$500.00) and there is a \$50.00 flat fee for events exceeding six (6) hours in length;
- Lifeguard fees will apply for any events held in the Aquatic Center.
- Lining and cleaning fees may apply for events held on the recreational fields.
- Student groups are generally exempt from paying the University \$225 – \$247 insurance premium, however, larger events may warrant payment. (A conversation between the SC Reservationist and Rice's Risk Manager will need to occur to ensure it is covered or not.)