

Office of Events Management,

Our Department has agreed to sponsor an event that is being produced by an organization not affiliated with City College. As such, we agree to pay for all costs associated with this event including, but not limited to: security, custodial, and A/V services utilizing **non-tax levy funds.**

Further, we are aware that when our department sponsors an event or program, the department will act as the primary event organizer on behalf of the college, and facilitate all event related matters between the event organizers (3rd party entity) and the college. Lastly, the department, and by extension the college, agrees to absorb all insurance liability associated with the event or program.

EVENT INFO

Event: _____

External Organization(s): _____

Date: _____

Time: _____

Location: _____

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I ALSO UNDERSTAND THAT BY SIGNING THIS DOCUMENT, MY DEPARTMENT ASSUMES FULL RESPONSIBILITY FOR ALL ACTIONS WITHIN ITS CONTROL IN RELATION TO AFORMENTIONED EVENT AND/OR PROGRAM.

Department / School: _____

Name (Printed): _____

Title: _____

Signature: _____

Date: _____