University of Houston

ACKNOWLEDGMENT OF SPONSORSHIP OBLIGATIONS

To: Auxiliary Services
(Office having Assignment Authority or Reservations Office)

As ____________________________, I have been authorized to represent that
(Department Head)

_____________________________ has agreed to sponsor
(Sponsoring University Department/Student Organization)

_____________________________ for the use of
(Organization/Applicant)

_____________________________ for the purpose of
(Specify Space Desired)

to be held _________________________________.
(Dates and Times)

In the event that the sponsored organization fails to meet all the financial obligations incurred for the use of the described space, the sponsoring organization shall accept full responsibility for those financial obligations. Accordingly, I acknowledge that the sponsoring organization will be billed for any amounts due to the university and not paid by the sponsored organization. I acknowledge that this form will not serve as a reservation of the space; nor will it serve to endorse the person or organization seeking sponsorship, their product/services, or their opinions; nor will it obligate or assign liability to the unit with assigned authority over the space, the university, or the UH System in any way.

Signature of Department Head ________________________________ Date

Signature of Dean or Director ________________________________ Date

Sponsored Organization Contact Name, Phone Number, and Email

Note: While sponsored organizations will not be charged rent in education and general spaces, they will be responsible for: 1) completing the university’s Facility License Agreement; 2) providing a valid certificate of insurance; and 3) paying for any direct expenses associated with the event, including police or security services; cleaning costs; catering; and parking. Processing of the license agreement and direct expenses are the responsibility of Auxiliary Services.