Sponsored Events Approval Process

When rooms or campus areas are reserved for or by an outside group for an event, a billing address is required. Requests for approval for sponsored events are submitted to the CU Manager per the OIT College Union Campus Sponsored Events policy. All event bookings are reviewed by the CU Manager. The CU Manager may request additional information from the individual or organization requesting the reservation. The CU Manager will approve or deny sponsorship.

If denied by the CU Manager, the requesting individual or organization may appeal that denial to the CU Commission. This appeal will be in writing to the chair of the CU Commission explaining the reason for the appeal. Sponsored status of events that are appealed is determined by the CU Commission. Submitted requests are sent to all CU Commission members for action.

CU Commission members are to submit their approval or denial to the CU Commission Chair within four (4) business days (excluding campus holidays). A simple majority of at least eight (8) CU Commission members is needed for approval. If a request is denied or if fewer than eight CU Commission members responded, the event would not be sponsored and the event group would be responsible for charges. If the vote results in a tie, the Chair of the CU Commission will decide. The CU Commission's decision is final.