

## Event Cosponsorship Guidelines

### Purpose

The purpose of CSU Pueblo Library's Special Event Cosponsorship is to encourage collaboration between the library and other campus entities, as well as to further the Library's mission to provide educational events and collections that promote "cultural appreciation and lifelong learning throughout the campus and community". Our mission can be found here: <https://www.csupueblo.edu/library/about-us/mission.html>. These cosponsorships will be used to partner with other campus entities for the purpose of hosting special events that specifically meet the criteria articulated in the Library's mission statement included in the above link.

The Library will evaluate all requests and determine the amount, nature, and source of the Library's contribution to campus events. The Library retains the right to choose which projects it will fund and may use discretion in determining which projects are the best fit for its goals. In doing so, it will consider issues such as suitability to the Library's mission, diversity of topics presented over a period of time, potential for campus interest in the topic, etc.

### Process

In August of each academic year, the Library will issue a call by campus email for proposals. Applicants need to complete the attached funding request form and submit it to the Library by the date specified in the email. Funding will be dependent on the Library's budget in the given year, but will not exceed \$500 per event. The Library may choose to fund one or more proposals, or none at all, based on the quality of the applications and the Library's available funds.

### Applicant Eligibility

Any registered student organization, faculty member, or staff member may apply for a cosponsorship from the Library for a special event that meets the specified purpose of the program outlined above.

### Funding Guidelines

1. The event must meet the goals of the Library as stated above.
2. The event must comply with the Library's Special Events and Exhibits policy.  
<https://www.csupueblo.edu/library/about-us/policies/space-use-policy.html>.
3. The event must take place in the LARC. Go to <https://www.csupueblo.edu/auxiliary-services/event-scheduling.html> to reserve space on the first floor of the LARC. To reserve the LINC, please contact Kim Dillon at [kimberly.dillon@csupueblo.edu](mailto:kimberly.dillon@csupueblo.edu).
4. All cosponsored events must be open to the entire CSU Pueblo community.
5. Requests for speakers or performers must include biographical and/or press release information.
6. Payments for professional/artistic services must be arranged prior to the event (at least a month in advance). Contracts must be arranged and approved by the Purchasing Office before the event occurs. Speakers, vendors, supply orders, catering, and any other service contracts must be managed by the student organization, faculty member, or staff member responsible for the event.
7. Please be aware the any entity (e.g. entertainers, caterers, etc.) that does business with the University is required to have adequate insurance coverage to protect both the vendor and the University in the event of a liability claim. The Library's cosponsorship may not be used to pay any vendor not in compliance with these policies. Please see Campus Purchasing for further details.

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8. The Library will normally provide the pledged funds to the cosponsor via a budget transfer in Kuali. The recipient of the cosponsorship funds will be responsible for arranging all other financial payments related to the event.
9. The Library may choose to fund any number of events, including zero, at its discretion.
10. The maximum amount the Library's cosponsorship funding will allocate to an application is \$1000. At its discretion, the Library may choose to allocate a lesser amount than requested. Each organization shall be expected to share expenses for funded programs, services, and activities through its own resources. Applications that have indicated other sources of funding (e.g. academic and student affairs units, etc.) will receive greater consideration.
11. All advertisements, flyers, brochures, newsletters, etc. of events funded by the Library's Special Event Cosponsorship must have the following phrase printed on them: **Cosponsored by the University Library**. Failure to do so may result in the withdrawal of funding. In addition, the Library's logo, which will be provided to funded applicants, must be included. Failure to do so may result in the withdrawal of funding.
12. A final report of the event must be submitted to the funding committee no later than 30 days after the date of the event.
13. The funding committee will be comprised of library staff members.

### **Funding Restrictions**

What the Library's Special Event Cosponsorship will **not** fund includes, but is not limited to:

1. Any project that does not comply with the Library's Special Events and Exhibits policy.
2. Projects, activities, or services found in violation of state law and/or university rules, regulation, policies, and procedures or activities.
3. Gifts (any form of recognition).
4. Closed events.
5. Travel for CSU Pueblo campus faculty/staff.
6. Fundraisers.
7. Wages or salaries.
8. Payments to members of a campus organization for services rendered to that organization.
9. Honoraria and/or salary or service payments to University faculty, staff, and / or students.

### **Application Procedures**

Funding requests must be submitted by 5:00 p.m. on Friday, September 16th.

1. Applications must be completed and sent via email to [joelle.quigley@csupueblo.edu](mailto:joelle.quigley@csupueblo.edu).
2. Only one application for an event will be considered.
3. The funding committee reserves the right to refuse any incomplete applications for review. Submitting a detailed budget for your event is required. The Library will make allocation decisions based upon the line item expenses listed in the application budget.