**University Center Student Club & Organization Event Grant Program**

Introduction

The purpose of the University Center (UC) Student Club & Organization Event Grant Program is to increase student engagement of University Center facilities and student organizations through our collaborative efforts. Our goal is to create more opportunities for students, while simultaneously increasing participation in their campus experience. If you have a club or are apart of an organization and have a great idea for an event, we would love to help support your efforts.

UC Programming aims to provide students with innovative opportunities, that are safe, entertaining, and inclusive of all University of Colorado Colorado Springs (UCCS) students, by providing pathways for authentic connection and a better engaged campus community. As a student organization using the Event Grant, you can help us create more opportunities for students to use the University Center, thereby helping create a culture of the University Center as the “living room” on campus. By collaborating with the University Center, we can mutually benefit. The overall purpose is to create more awareness of resources and opportunities for students that are equally safe and entertaining. Interested student organizations, please read our Program Guidelines and Intake Form below.

Program Application Guidelines

Student organizations are welcome to submit requests for supplemental funding to plan and implement late night programming for UCCS students. Awards of up to $500 will be given to programs that meet the following criteria:

* The event must occur between 6pm and 11pm
* The event must be free for students
* The event must be inclusive of all students and appeal to a broad audience
* The event must be creative and unique, providing a programming option that does not typically exist for most students

To apply for this fund, complete the event form through Mountain Lion Connect process and indicate you are requesting funding from the UC Programming Student Organization Event Grant. Additional information will need to be provided through the grant funding request application.

Reservations

Student organizations requesting usage of the UC are required to be a registered student organization with the Student Life office.

A registered student organization must submit an event form and grant application through Mountain Lion Connect portal at least 30 business days prior to the date requested. Once the form has been received, a University Center representative will notify the organization within five business days as to the status of the request. Requests for events made less than 30 business days prior to the date requested may not be accepted.

All requests for events are subject to approval based upon the recommendation from the Event Coordinator, room availability, and University Police availability. Please refer to the University Center reservation guide for more information on specific responsibilities (<https://www.uccs.edu/uc/reserve-space/reservation-guide>)

Student Club/Organization Responsibilities

The following steps are required for all student groups to receive funding:

1. Complete Event Form (Mountain Lion Connect)
2. Complete UC Programming Student Organization Event Grant Application (Mountain Lion Connect)
3. Communicate any request for space, equipment, catering, and furniture directly to University Center and Event Services.
4. Please make sure your request is accurate and timely.

Program Attendees

The following categories of persons with valid photo ID are eligible to attend the event:

* A UCCS or other college student with a current student photo ID
* An alumnus with either a UCCS alumnus or sponsoring organization’s membership ID plus photo ID
* Any guests of one of the above. Each eligible person attending may sponsor a guest or guests, if the guest has a valid photo ID. An eligible person must accompany his/her guests to the event and register both themselves and his or her guest at the check-in table. Registration will require the guests to list their driver’s license number, state and full name and the eligible person sponsoring the guest to list their full name and student or alumni ID number. Eligible persons without a guest are not required to register. Persons who do not present ID shall not be admitted.

Cancellation

A cancellation fee may apply for requested catering or staffing if cancellation is done **5 days or less prior to the event.**

Accountability

The sponsoring organization is responsible for all damages, defacement or injury to persons or property during the event, whether caused by the sponsoring organization, one of its members or one of its guests.

Failure to abide by the guidelines outlined in this policy may result in suspending the sponsoring organization from eligibility to sponsor or schedule future events or other events for a specified or indeterminate amount of time.

UCCS students are responsible for the behavior of their registered guests.

Students and guests may be temporarily banned from the event and/or the facility by University Police for violation of UC Programming rules, The Student Code of Conduct, or criminal laws. Violations of temporary bans may result in the arrest of the violator for Criminal Trespass to State Property.

Funding Requirements

If your program is approved, the UC Programming committee will:

* Provide up to $500 for supplies for the event
* Cover basic fees for room reservation
* Reserve a room for your event
* Print materials you may need
* Include your event on the “Mountain Lion Connect” events calendar

As an organization you are expected to:

* Plan the event
* Reserve all room, catering, and equipment/furniture needs through Event Services
* Create a budget using a template provided to you
* A first draft of the budget needs to be completed within the first week of planning
* The final revision of your budget is due the second week of planning
* Register the event with Event Services
* Be present and run the event that night
* Design all advertising, including fliers and a Facebook event
* Complete a survey after the event

Funds **cannot** be used to:

* Purchase gift cards, equipment for your organization, or prizes over $50
* Make reimbursements (we cannot and will not reimburse any costs your organization pays up front)

Funds **can** be used for:

* Decorations- be sure they are allowed in the space you have reserved
* Food
* Purchasing supplies needed to run your event
* Purchasing prizes-maximum $10 per person, $50 in total
* Event and classroom management, facilities, catering costs
* Bills for vendors such as a DJ or rental company (give us the contract to directly pay)
	+ Have contract filled out and turned in at least five business days in advance of your event to have a check ready the night of your event to pay the vendor
* Speakers

Any leftover funds need to be returned to UC Programming.

Program Planning Notes

* There are many spaces managed by UCES to accommodate your event, larger spaces may be available based on appropriate use.
* Room access will be prohibited outside of reservation start and end times. Because of this, please discuss your set up and tear down needs with your event planner.
* Groups or individuals organizing an event are responsible for the actions of all participants.
* A representative of the group must remain on site until the event is completed and all participants and/or outside vendors or performers have left the premises.
* Customers are responsible for removing all equipment, decorations, and other equipment at the conclusion of the event, otherwise clean up fees may apply.
* Only food & beverages ordered through the UCCS's Dining and Food Services may be served on campus.
* No smoking: University rules prohibit smoking within university facilities.
* No alcohol: University rules prohibit the consumption of alcohol on university property.
* Admittance to the event is limited to the capacity of the room/building or the 11pm cut off time (whichever comes first).

Need Help Planning a Program?

Contact Hannah Seibert (hseibert@uccs.edu) to discuss possible event options and to get started with the planning process.

To submit a proposal for programming, see our intake form.

Additional event suggestions:

* Food can be utilized to enhance the event.
* Drawing prizes or giveaways throughout the event are encouraged.
* Collaborations with RSOs, departments, etc. are encouraged.

**Club & Organization Event Intake Form**

This form must be completed and signed by a member of the executive board from the requesting organization and returned for approval, to the University Center a minimum of 30 days prior to the date requested. Requests made less than 30 days prior to the date requested may not be approved. Approval or denial of requests will be made within five working days of receiving the completed form. The event is confirmed only when the applicant receives an approved copy of this form. Upon approval applicant assumes responsibility for canceling the event as well as any financial costs incurred, as stated in the UC Student Organization Event Grant Policy. In signing this request the applicant acknowledges and understands their responsibility for abiding by these policies as well University Center and University Policies. Please Print**.**

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organizations Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**By signing below, we agree to the following terms and conditions:**

1. All required information must be submitted no later than 2 weeks prior to the event. No Exceptions!

2. The requestor to the group will be contacted by the University Center to confirm their approval of the event.

3. An advisor must be present for the duration of the event. No Exceptions!

4. You must complete your event, clean up, and vacate the facility NO LATER THAN 12am.

5. Liability Waivers specific to the event must be signed by all participants upon arrival at the event.

6. All UCCS Students attending the event will be required to show a university ID and sign into the event upon arrival or admission will be denied.

7. All guests must be signed in by an UCCS student, must show ID, and remain with the UCCS student for the duration of the event. If the UCCS student who signed in the guest leaves the event, the guest must leave also.

8. There will be absolutely no admittance to anyone under the age of 18, unless previously approved by the University Center. That approval must accompany this form.

9. The University Center reserves the right to review all requests as deemed necessary. Submission of form does not guarantee space; you will be notified by the University Center to confirm or deny space reservations.

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note**: Only one event may be requested per form. Only one event can be scheduled per weekend. Events are scheduled from 6pm-11pm. Please refer to the UC Student Organization Event Grant Policy form for specifics. This form must be signed and returned to the Event Services office before the 30-day deadline for consideration. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**University Center use only**

Approved \_\_\_\_\_\_ Denied \_\_\_\_\_\_\_

If denied why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_