



The University of Texas at San Antonio™ Application for Joint Sponsorship

This application is to be used by a UTSA department that desires to collaborate with an external entity to host an event on a UTSA campus. This application is the first step in requesting approval to host an event at The University of Texas at San Antonio ("UTSA"). Approval will be based on the information submitted on this application. Joint sponsored events must comply with all UTSA policies and procedures as stated on the Joint Sponsorship website at www.utsa.edu/events/cohost.

At UTSA, a joint sponsored activity is any event, camp, conference, meeting or program that takes place on any of the UTSA campuses/facilities, that occurs only after UTSA extends an invitation, and that is hosted by an UTSA/Internal Host and an Invited/External Host unaffiliated with UTSA.

In order for joint sponsorship to be appropriate, events must meet the following criteria:

1. The program or activity must be upon the invitation of UTSA. The president of UTSA, or his or her designee, must authorize a Jointly Sponsored Activity through an Invitation Letter.
2. For joint sponsorship to be appropriate, the implications of the event, program or activity must directly supplement the educational purposes of UTSA.
3. UTSA, a public institution established without regard to political affiliation or religious faith, cannot be a joint sponsor for political or sectarian events, activities, programs or gatherings.
4. UTSA department/unit sponsoring the program or activity (the "UTSA/Internal Host") will be ultimately responsible for all details of the Jointly Sponsored Activity. A representative of the UTSA/Internal Host must be present at the Jointly Sponsored Activity. The UTSA Communications Office reserves the right to approve all copy for advertising and news releases associated with the Jointly Sponsored Activity. UTSA may require an accounting of the income and expenses directly related to the Jointly Sponsored Activity.
5. The scheduling of property, buildings, or facilities for UTSA's programs or activities, especially UTSA academic or academically-related programs or activities, shall always have priority over the scheduling for programs or activities that are jointly sponsored.
6. The fees to be paid by the Invited/External Host will be a matter for negotiation in each case and will be specified in the agreement providing for the joint sponsorship. At a minimum, the fees must ensure recovery of all costs incurred by UTSA that relate to the Jointly Sponsored Activity.

Joint Sponsorship Event Risk Management

Insurance

UTSA may require General Liability insurance and Excess Accident insurance for joint sponsored events on UTSA's campuses/facilities. This requirement can be satisfied by providing additional insured status for UTSA on an existing, acceptable general legal liability insurance policy or by purchasing a policy to cover the event and use of UTSA facilities. Liability and Excess Accident insurance may be purchased through UTSA or from an outside insurance agency. When the event requires insurance, provide a certificate of insurance indicating at least \$1 million in coverage limits and include UTSA and the University of Texas System's ("UT System") Board of Regents as the certificate holder and as an additional named insured for the event and use of facilities. An additional UT System camp program insurance application may be required. Send the certificate of insurance to Events Management as soon as possible, but no less than fourteen (14) days prior to the event. The Environmental Health, Safety & Risk Management office may require additional insurance or place other restrictions or conditions on the event depending upon the size, location or nature of event.

Indemnification Forms

UTSA Indemnification Forms may be required for minors or adults, based on activity. The internal host must collect and keep all forms for three years.

Texas Education Code § 51.976¹

The Invited/External Host is also referred to as the "Program Operator" for the purpose of this paragraph.

¹ Please note: there are two sections 51.976 in the Education Code.

Texas Education Code § 51.976 was enacted in September 2011 and requires all who work/volunteer in programs/events on campus involving contact with minors complete a Department of State Health Services (DSHS) approved Training and Examination Program on Sexual Abuse and Child Molestation ("Training") . The Training must be completed within the first five (5) days of employment with the program/event and Program Operators must submit a verification form to the DSHS within five (5) days of the start of the program/event verifying that each employee/volunteer of the campus program/event has complied with the training requirement. For a complete list of requirements, visit: https://www.utsa.edu/acrs/Training/sb1414_training.html and <https://www.utsa.edu/acrs/SB1414/SB1414FAQs.pdf>. Information regarding compliance with UT System regulations is also found at <http://www.utsystem.edu/bor/procedures/policy/policies/UTS124.pdf>.

The Program Operator shall be responsible for the Training requirements for all employees and volunteers of the campus program/event at UTSA. Upon request by UTSA, the Program Operator shall provide proof verifying that each employee/volunteer of the campus program/event at UTSA has completed the Training.

The Invited/External Host agrees to indemnify and hold harmless UTSA, its governing board, officers, representatives, employees and agents from liability for the injury or death of event participants, guests and outside entity's employees, agents, representatives, staff, and volunteers as well as for any damage to property that may occur during the course of the event, REGARDLESS OF THE CAUSE OF SUCH INJURY, DEATH OR DAMAGE TO PROPERTY.

UTSA is required to comply with all [UT System Board of Regent Rules Series 80105](#) and [UTSA Handbook of Operating Procedures Chapter 8.5](#) pertaining to joint sponsoring events on UTSA's campuses. UTSA does not allow any political or religious activities to be Joint Sponsored on UTSA campuses.

Requests should be initiated at least 30 days in advance of event date.

Once Internal Department has completed, submit application through the RowdyLink Event Submission form.



The University of Texas at San Antonio™
Application for Joint Sponsorship

Contact Information

UTSA Department (Internal Host)

Contact Name

Email

Title

Phone

Organization (External Host)

Contact Name

Email

Billing Address

Website

Phone

Event Information

Name

Date

Time

Preferred Campus

Main

Downtown

Park West

ITC

Preferred Location(s)

Registration Fee

Description of Activity

Briefly describe the role of the UTSA Department as internal host of this activity.

How does UTSA benefit from this joint sponsorship?

Attendee Information

Anticipated headcount

The following are expected to attend (check all that apply):

UTSA Students

UTSA Faculty

UTSA Staff

General Public

Minors

By signing below, I agree that my organization will abide by all UT System rules and regulations and UTSA policies and procedures and all terms and conditions in this Joint Sponsorship Application. I represent that I have the authority to bind my organization to the terms and conditions in this Joint Sponsorship Application and that the information provided in this application is true, accurate and complete. I understand that UTSA will rely on this information and my representations to make a decision to approve or deny the request. I further understand that this Joint Sponsorship Application is only the first step in obtaining UTSA's approval to hold the proposed event, program, or activity on UTSA campus property. UTSA has the right to request and/or consider additional information for this event. Advertising should not begin prior to receiving approval. Internal and external hosts will be notified once event is approved. Requestor's signature below certifies that the program or activity complies with the defined criteria for Joint Sponsorship as provided in HOP 8.05 and Regents' Rule 80105.

By signing this application, your organization understands it will be financially responsible for all expenses related to this event.

External Host Requestor:

Signature/Date

All Applications for Joint Sponsorship are routed through the RowdyLink Event Submission Upon receipt, the External host and department head will be notified of approval and can begin event coordination. For questions regarding joint sponsorships, contact EMCS at EMCSevents@utsa.edu or 210.458.4155.