



FLORIDA STATE UNIVERSITY
COLLEGE OF SOCIAL WORK

Co-sponsorship Agreement

Purpose: This co-sponsorship agreement is a mutually agreed upon document outlining the responsibilities of both Florida State University/FSU College of Social Work (FSU CSW) and Co-sponsor for the purpose of planning, advertising and hosting an event.

Organization Name: _____

Event Name: _____

Proposed Event Date: _____

Responsibilities of FSU CSW: To be discussed and agreed upon with Co-Sponsor.

1. Staffing
2. Promotional Materials
3. Marketing/Media
4. Funding

Responsibilities of Co-sponsor: To be discussed and agreed upon with FSU CSW.

1. Staffing
2. Promotional Materials
3. Marketing/Media
4. Funding

Funding: FSU CSW and Co-sponsor will discuss and agree upon an event budget: including, but not limited to: venue, catering & beverage, promotional materials, decorations, entertainment, audio/visual and technology needs and print materials (invitations, programs, posters and thank you cards).

1. FSU CSW and Co-Sponsor will determine funding sources for categories mentioned above and designate to appropriate staff member and/or Co-Sponsor representative for payment. Except as may be specifically agreed, payment for all goods or services ordered by a party are the responsibility of that party.

Venues & Vendors:

1. Should both FSU CSW and Co-sponsor agree to use Florida State University venue (main campus or distance locations), FSU CSW will secure reservation for contract purposes. Payment if provided by the Co-sponsor, will be noted in the contract, stating, "Co-sponsor is agreeing to pay the balance of \$ for this venue and/or additional venue related costs." Additional venue costs could include, but are not limited to: catering, linens, decorations, parking and promotional materials.
2. Purchasing, intent to sell and/or providing alcohol at a co-sponsored event is subject to the Florida State University Alcohol Policy and is subject to the permit process.

Registration fees:

1. Should FSU CSW charge a registration fee through the use of a third-party vendor to participants of the event, such fee(s) will be collected by the third-party vendor. FSU CSW will have sole control over the collection of and distribution of fees.
2. Should the Co-sponsor charge a registration fee to participants of the event, such fee(s) will be collected by the Co-sponsor. The Co-sponsor will have sole control over the collection of and distribution of fees.

Representations & Endorsements: Partnership includes lending FSU CSW name and logo and the Co-sponsor's name and logo for the sole purpose of promoting the agreed upon event. Name and logo are only to be used in the official capacity of the event.

1. Branding - must be compliant with FSU Branding Standards.
2. Media - all media requests and usage of media platforms including, but not limited to the below must be agreed upon by both organizations.
 - a. Web, Radio, Press and Social Media
3. This agreement does not authorize the use of any FSU logos, trademarks or marks other than FSU CSW as provided in this agreement.

Cancellation: This agreement may be dissolved by either party in the form of written (mail or email) communication, to be effective on notice.

Liability, Legal Status

Each party is liable for the negligent acts of their officers, employees and agents. All such officers, employees, agents and all attendees at any on-campus event are subject to all applicable Florida State University regulations, policies, and all applicable laws. This agreement does not create any legal partnership and each party is acting as independent co-sponsor of any event. FSU and FSU CSW provide no insurance, including medical coverage, other than the coverage provided by law to a state entity and each party is solely responsible for obtaining any necessity insurance for its participants in the event

Effective Date: This agreement is effective on the date of the last signature below.

FSU CSW Representative

Date

Co-sponsor Representative

Date

Co-sponsor Representative Email and Phone Number

Events must be scheduled six weeks in advance. Events less than six weeks are subject to venue and marketing availability.