

**STUDENT CENTER  
FACULTY/STAFF EVENT SUPPORT AGREEMENT**

**Student Name** \_\_\_\_\_ **Event Date & Time** \_\_\_\_\_

**Event Name and/or Class Assignment** \_\_\_\_\_

**Event Location** \_\_\_\_\_

**Supporting Staff/Faculty Member Name** \_\_\_\_\_

**Supporting Staff/Faculty Member Email** \_\_\_\_\_

**Staff/Faculty Department** \_\_\_\_\_ **Department Code** \_\_\_\_\_

**Please provide us with a brief description on how your event will be beneficial to the community of Columbia College Chicago:**

Thank you for agreeing to serve as the supporting sponsor for this event. The event has been conditionally scheduled pending receipt of this contract.

I am committed to the execution and success of the event. I accept the responsibility for planning, setup, clean up, talent management, promotion and general event management of the event. If applicable, I am also responsible for paying any event fees. Most importantly, I agree to be respectful of the event space and equipment, and to adhere to Columbia College Chicago's Student Code of Conduct.

As the support staff sponsor, your role is to attend the event, serve as a representative of the College and provide professional guidance as needed. Should you observe that campus rules are being violated during an event, please alert security who will assess and handle the situation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supporting Staff/Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept. Chair Signature

\_\_\_\_\_  
Date