



Co-Sponsorship Agreement

This agreement made and entered into on _____ (date) by and between
_____ (College Co-Sponsoring Department) and

_____ (Non College Partner) covers

co-sponsorship of a jointly planned activity, to be referred to as:

_____ (Name of Event).

1. COLLEGE LIAISON: _____ (Name of liaison) agrees to serve as the Co-Sponsoring Department Liaison and will assist in facilitating the Co-Sponsoring Department’s involvement with the Event.
2. BENEFIT TO CABRILLO: The Non-College Partner shall provide the following benefits to the Cabrillo College community:

3. FACILITY USE: In recognition of its co-sponsorship of the Event and benefit to its instructional program described above, the Sponsoring Department agrees to act as a liaison in securing the use of an appropriate facility for the Event. The co-sponsor whose name appears on this form must be present for the entire event. The Non-College partner agrees to enter into a separate use agreement with Facilities for this purpose. Facilities use fees will be charged depending on the type of the partner organization and the nature of the event. Direct costs will be charged for facilities use, setup, cleanup, and for any additional staffing required for the event. Facilities use fees may be waived by the Vice President of Instruction, or designee, if the sponsored event provides significant benefit to the college and/or community.
4. REPRESENTATION OF CO-SPONSORSHIP TO THE PUBLIC: The Non-College Partner agrees to provide the Sponsoring Department’s Division Dean or Unit Supervisor all advertising copy for approval prior to its release to the public. All publicity and promotion for the event shall clearly indicate Cabrillo College as co-sponsor and also clearly indicate the identity of the Non-College Partner.
5. CERTIFICATE OF GENERAL LIABILITY INSURANCE: Any Non-College Partner agrees to obtain from their private insurance company, a Certificate of

General Liability naming Cabrillo College as additionally insured, in the amount of \$1 million dollars. The Certificate must be received no fewer than 14 days prior to the event. The policy must extend for eight (8) hours before and after the event, including the time scheduled to set up and clean up.

6. ASSIGNMENT OF RESPONSIBILITIES: The parties to the agreement agree to divide the responsibilities of this event as follows (describe who will be responsible for what aspects of the event, including publicity and promotion, room set up, clean up, liability insurance, on-site supervision. Use attachments as necessary.)

7. ADDITIONAL AGREEMENTS:

8. Cabrillo Administrative Regulations and the Facility Use agreement shall take precedence over agreements made between College units and Non-College Partners. (Any and all items agreed to herein that conflict with the Facility Use Agreement and Cabrillo Administrative Regulations are expressly rescinded and canceled and replaced by the provisions in the Facility Use Agreement and Cabrillo Administrative Regulations.)

The individual/s signing this agreement warrant and represent that they have the full power and authority to enter into this agreement and fully perform in accordance with the terms thereof.

Non-College Partner and Cabrillo hereby accept and agree to be bound by terms and conditions as outlined herein.

Signature of Non-College Partner _____

Printed name of Non-College Partner _____

Signature of College Liaison _____

Printed Name of College Liaison _____

Signature of Division Dean or Unit Head _____

Printed Name of Division Dean or Unit Head _____