EVENT CO-SPONSORING

Co-sponsorship occurs when an officially recognized on-campus organization (Chartered Student Organization or Institute Department) collaborates with an off campus organization for an event. This joint initiative must be consistent with the mission of the on-campus organization. **All event details and arrangements must be made by the on-campus representative.** Arrangements will not be coordinated with the non-institute group or persons.

Facility rental and equipment fees will apply at the on-campus organization’s rate. All charges associated with the event will be assumed by the on-campus organization. Departments must supply a Georgia Tech PeopleSoft account number at the time the reservation is confirmed.

FRONTING

Institute Departments and Chartered Student Organizations may not reserve space or equipment for, or on the behalf of, an outside organization or for a personal event. This behavior constitutes fronting and is not permitted. Fronting is when a Chartered Student Organization, faculty or staff member makes a reservation for an outside organization, person or for a personal event with no authentic connection to the Institute or their department’s mission. If fronting is discovered, standard/non-institute space and equipment rental rates will apply and future reservation privileges will be impacted.