

## 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.