

## **Webster University University Center Event Sponsorship Types:**

### **University Event:**

An event sponsored and hosted by a campus department, school, college, or student organization serving the mission of Webster University. Such an event could be open to the public, or limited to the Webster community. Faculty or staff members or student organization officers are the primary coordinators of the event and are present during the event, including set-up and break-down. The event provides broad benefit to the department, student organization, or University as a whole.

**University Events are at no charge to the hosting party.**

### **Co-sponsored Event**

An event co-sponsored and co-hosted by a campus department, school, college, or student organization in conjunction with an outside organization related to the mission of Webster University. Such an event could be open to everyone or limited to a particular audience. A Webster staff member or student organization officer must be involved in the planning of the event and present during the event.

**Webster Co-sponsored events are charged 50% of the regular rental cost.**

### **External Event**

Groups rent the University Center for their events, meetings, conferences or activities. These are not formally sponsored by a Webster department or group, and the renting organization cannot use the University Center or Webster University in the advertising, other than for location.

**External events are charged 100% of regular rental cost.**