

UNIVERSITY of
NORTHERN COLORADO



University Program Council
Co-Sponsorship Packet

To Whom It May Concern:

Thank you for your interest in co-sponsoring an event with the University Program Council (UPC). In this packet you will find everything you need to apply for co-sponsorship from UPC including: guidelines, technical rental information, application, and a response document that is to be completed after the event. Please be sure to refer to the co-sponsorship guidelines found on page 2 of this packet before filling out the Co-Sponsorship Application.

When your packet is complete, submit a signed hardcopy to the main office in Student Activities to be date/time-stamped. Packets that are not date/time-stamped by a Student Activities staff member will not be considered. All Co-Sponsorship Applications are due to the UPC no later than 30 days prior to your event. No exceptions will be considered.

For events to be sponsored, the UPC advisor must first approve the event for compliance with University policies and procedures before the council votes on it. If UPC has any questions about your packet prior to voting, the Vice President will contact you. **All co-sponsorships are voted on during the UPC weekly meetings upon approval by the UPC advisor.**

Please feel free to call or e-mail with questions at any time throughout this process.

Sincerely,

Jessica Jones
Vice President
University Program Council
jessica.jones@unco.edu
(970) 351-3204 office
(970) 351-1055 fax

**Before submitting your co-sponsorship packet to Student Activities
be sure that all the following documents are included.
Applications missing any of the following items will be delayed.**

- Signed General Information Form
- Publicity Materials including “This Event has been sponsored by the University Program Council”
- Complete budget for event specifically outlining all expenses UPC **and** your party will be covering
- Signature of approval from organization advisor
- Technical Rental form (if needed)

Please include any other supplemental materials you have that would be helpful in the co-sponsorship approval process.



University Program Council

Guidelines for Event Co-Sponsorship

1. The event must be open to the entire campus.
2. The event must appeal to a wide range of students.
3. “UPC” must appear on all publicity materials which must be approved by the Vice President, Graduate Assistant, or UPC Advisor, prior to receiving co-sponsorship assistance.
4. A UPC banner (provided by UPC) must be visible at event.
5. A specific budget must be presented in writing at the time of co-sponsorship request to the UPC and approved by the council. This must include exactly what UPC will pay for.
6. UPC will not pay more than half of the expense of any co-sponsored event.
7. The event must be staffed by the organization(s) asking for co-sponsorship from UPC.
8. An advisor must approve the event and co-sponsorship in writing.
9. No more than one week after the event, the sponsored organization must fill out the response document and submit it to the Student Activities office to be date/time-stamped.

Failure to meet any of the above requirements will result in monetary donations being recalled and the billing of your organization for the rental cost of all equipment and technical support donated for the event. Failure to meet these requirements will also be considered for future possible co-sponsorships.

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University Program Council
Co-Sponsorship Application

Office use only

Date/Time Stamp from Student Activities office:
UPC Advisor Approval prior to council vote _____

General Information Form

Contact Name: _____ E-mail Address: _____
Phone Number: _____

Organization Name: _____

Event Name: _____

Event Description: _____

Event Date: _____ Event Time: _____

Event Location: _____

Is this event open to everyone on campus: Yes _____ No _____

Will You charge admission to this event: Yes _____ No _____ If yes, How Much: _____

Please describe your specific requests in detail: _____

- The signed *UPC Co-Sponsorship Application* must be signed and returned to UPC at least 30 days prior to the event
- The event must be staffed by your organization.
- “Co-Sponsored by the University Program Council” must appear on all advertising for the event and must be approved by the UPC advisor before it is published.
- The attached *UPC Co-Sponsored Event Report* must be completed and submitted to UPC within 7 days of the completion of the event.

Please read and sign below

I have read and understand the requirements that must be met in order to receive co-sponsorship from the University Program Council and will comply with these requirements if co-sponsorship is granted to our organization.

Signature/Title

Date

Advisor Signature

Date



University Program Council

Technical Equipment Rental Agreement

The University Program Council (UPC) owns and operates a wide variety of technical equipment to be used for various programming purposes. In order to insure the protection of this equipment, renting organizations must adhere to the following guidelines:

1. The organization using the equipment through a co-sponsorship must be a University of Northern Colorado (UNC) chartered student club or organization, a University department, or an established Greeley business or organization. UNC chartered organizations will be given priority on all rentals. If special circumstances should arise, where a group or individual who does not fall under one of the categories listed above wishes to rent equipment, the UPC Coordinating Board reserves the right to vote whether or not to rent to such persons. This decision will be determined by a three-fourths majority approval at a regular UPC Board meeting.
2. Requests for use of technical equipment must be presented and approved by the UPC **minimum** of two (2) weeks in advance of the event. In addition, the UPC must be provided with complex specifications (lighting, sound, etc...) **at the time of request**, and simple specifications a minimum of seven (7) days before the requested date.
3. Arrangements for equipment rental must be made two (2) weeks in advance. If notice is not given at least two (2) weeks in advance or if the equipment is needed in an emergency, the renting organization is subject to an additional charge of twenty-five dollars (\$25). This charge is non-refundable.
4. Events that are cancelled within one (1) week of the event date will be charged a cancellation fee. The cancellation fee will consist of the total **charge for labor plus** a percentage of the total equipment rental charge.
5. Upon approval of the UPC the renting organization will be required to sign the Technical Equipment Rental Agreement and submit it to the UPC before the equipment may be used.
6. **MOVING, LOAD-IN, AND LOAD-OUT: UPC will not provide personnel and transportation for the equipment, load-in, operation, or load-out. T**hese operations will be

overseen by the UPC. The renting organization must provide its own people that have knowledge of the equipment.

7. Organizations renting equipment from the UPC must provide a safe storage area for the rented equipment for the duration of the rental. Any equipment that is lost or stolen during the duration of the rental is the financial responsibility of the renting organization. Any damage done to the equipment, by no fault of UPC employees, is the financial responsibility of the renting organizations. Normal wear is expected.
8. The renting organization is responsible for providing ample power relatively near the equipment. If the above is not available, a qualified electrician is required to perform the installation, temporary or permanent. When a rental requires a cable run, the renting organization will need to provide sufficient carpet or other such covering for cables crossing the floor. This is the fire code for UNC.
9. The outdoor use of equipment must be approved by the UPC, no exceptions.
10. The organization renting the equipment shall assume all responsibility and liability of the equipment while it is in their use. Normal wear is expected. Any damage beyond that shall be at the expense of the organization. Should damage occur, the renting organization must immediately inform the UPC who will decide on the necessary actions to be taken. Damage that requires repair or replacement must be repaired or replaced by the renting organization within thirty (30) days of the event.
11. Should any of the equipment become unusable due to the actions of the renting organization, it shall be agreed that the renting organization will pay for the rental of any equipment as requested by contract for other rentals or UPC events occurring while the equipment is inoperable.
12. Should any equipment become damaged or destroyed while in the possession of the renting organization, the renting organization shall pay UPC the cost to repair the equipment or, at UPC's discretion, the cost to replace the equipment with a reasonably similar new model of the same equipment. In addition, the renting organization shall pay UPC's costs to rent similar equipment before such time as the damaged model is repaired or replaced.
13. The UPC shall assume responsibility for any damages that are the result of UPC personnel.
14. Payments will be deposited into the University Program Council's Arts and Entertainment revenue account.

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University Program Council
Technical Equipment Rental Price List

Technical equipment can be rented from the University Program Council at the rates listed below. Please note that the rates listed are per day, unless otherwise noted, and each rental requires a minimum of two hours labor. All technical equipment rentals must include the hiring of technical personnel. UNC organizations may also apply for co-sponsorship. **For recommended equipment please see items marked as **.**

<u>A/V Equipment</u>	<u>Quantity</u>	<u>UNC Student Club/Organization</u>	<u>UNC Department</u>	<u>Non-UNC Affiliated</u>
19" Color Television with Remote Control	1	\$10	\$15	\$25
21" Color Television/VCR Combo	1	\$15	\$20	\$30
LCD Projector	1	\$20	\$25	\$50
Remote Control AM/FM Stereo with Tape and CD Player	1	\$10	\$15	\$25
VCR with Remote Control	1	\$10	\$15	\$25
DVD/VCR with Remote Control	1	\$10	\$15	\$25
DVD Player with Remote Control	2	\$10	\$15	\$25
 <u>Structural Equipment</u>				
4' Ladder	1	\$5	\$5	\$10
CO ₂ Genie Tower	1	\$25	\$30	\$60
Dolly	1	\$5	\$5	\$10
Ultimate TS-80S Tripod Speaker Stand	1	\$5	\$5	\$10
12" Box Truss Adapter	2	\$5	\$5	\$10
12" x 12" x 10' Box Truss	2	\$10	\$15	\$25
L-11 Crank-Up Lift	2	\$15	\$20	\$30
PI Tripod Speaker Stand	2	\$5	\$5	\$10
Single Tier Lighting Tree	2	\$5	\$5	\$10
Ultimate TS-70B Tripod Speaker Stand	4	\$5	\$5	\$10
 <u>Power Supply</u>				
25' 4-way Extension Cord	1	\$3	\$5	\$10
Power Strip (Surge Protector)	1	\$3	\$5	\$5
Zip-Cord Extension Cord	2	\$2	\$2	\$5
100' Heavy Duty Extension Cord	4	\$10	\$15	\$20
100' Extension Cord	11	\$5	\$5	\$10
75' Extension Cord	N/A	\$5	\$5	\$10
 <u>Staging Equipment</u>				
10' x 18' Polystretch Screen	1	\$25	\$30	\$45
Neutron Hazer	1	\$10	\$15	\$25
Short Sledge Hammer	1	\$3	\$5	\$5
Tall Sledge Hammer	1	\$3	\$5	\$5
25' Tape Measure	2	\$2	\$5	\$5
Electric Drill Set (Ryobi and B&D)	2	\$10	\$15	\$20
Large Tap Floor Panel	3	\$3	\$5	\$5
Light Duty Shovel	3	\$3	\$5	\$5

Security Wand	4	\$5	\$10	\$20
Small Tap Floor Panel	5	\$2	\$5	\$5

Lighting Cable Adapters

Male Edison to Female Twist-Lock	1	\$2	\$5	\$10
Male Stage Pin to Female Edison	2	\$2	\$5	\$10
Male Stage Pin to Female Twist-Lock	2	\$2	\$5	\$10
Male Edison to Female Stage Pin	3	\$2	\$5	\$10
Male Twist-Lock to Female Stage Pin	5	\$2	\$5	\$10

Lighting Equipment

Imagination Light Board	1	\$25	\$30	\$50
LCD Technobeam Controller	1	\$25	\$30	\$60
Clubspot (Spotlight)	2	\$15	\$15	\$25
Technobeam	2	\$25	\$30	\$60
Ultra-Arc Spotlight with Stands	2	\$75	\$100	\$200
Wheeled Spotlight Stand	2	\$10	\$10	\$15
4 Channel ETA Dimmer Pack	3	\$10	\$10	\$20
10' Clear Rope Light	3	\$2	\$2	\$5
Rope Light Controller	3	\$2	\$2	\$5
Multi-Colored Flood Light	9	\$5	\$5	\$10
Source 4 PAR	10	\$10	\$15	\$25
EDI Light Board	N/A	\$20	\$25	\$45

Sound Equipment

Plug and Play System **	1	\$50	\$60	\$100
Xtreme Portable Sound System with** Wireless Microphone and CD Player	1	\$30	\$35	\$70
EDB Direct Box	1	\$10	\$15	\$20
EV PSX2200 Sound Board	1	\$30	\$35	\$70
Microphone Stand with Mic Clip	1	\$4	\$5	\$10
EV SX500+ Speaker	4	\$15	\$20	\$40
EV-RE2 Wireless Microphone	5	\$20	\$25	\$40
Shure SM58 Corded Microphone	6	\$10	\$15	\$20

Cables

1/8" Jack to 1/4" Jack	1	\$2	\$4	\$5
Male RCA to Male RCA	1	\$2	\$4	\$5
1/4" Jack to Spike	1	\$2	\$4	\$5
1/8" Jack to 1/8" Jack	1	\$2	\$4	\$5
20' 1/4" to 1/4"	1	\$2	\$4	\$5
3' Coaxial Cable	1	\$2	\$4	\$5
4 Male RCA to 4 Male RCA	1	\$2	\$4	\$5
Double Male RCA to 1/8" Jack	1	\$2	\$4	\$5
Female RCA to 1/8" Jack Adapter	1	\$2	\$4	\$5
Double Male RCA to Single 1/4" Jack	2	\$2	\$4	\$5
Triple Male RCA to Triple Male RCA	2 (S/A)	\$2	\$4	\$5
20' XLR	3	\$3	\$5	\$10
Male RCA to 1/4" Jack	3	\$2	\$4	\$5
100' Speakon Speaker Cables	4	\$6	\$10	\$20
100' Speakon Speaker Cable	4	\$4	\$8	\$15
Double Male RCA to Double Male RCA	4 (S/A)	\$2	\$4	\$5
6' XLR	5	\$2	\$4	\$8
25' XLR	7	\$3	\$5	\$10
50' XLR	6	\$4	\$6	\$12
Female RCA to 1/4" Jack Adapter	9	\$2	\$4	\$5

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University Program Council

Technical Equipment Specification Sheet

<u>Rented Equipment</u>	<u>Quantity</u>	<u>Rate</u>	<u>Duration</u>	<u>Cost</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Equipment Rental Charges: _____

Technical Support _____ \$10/hr _____

Total Labor Charges: _____

Other Charges: _____

Total Charges: _____

****Please make all payments to the University Program Council****

Response Document

Please complete this document and submit it to the Student Activities office no more than one week after your co-sponsored event.

Event name _____ **Contact Person** _____

What was successful with your event? _____

What aspects of your event were not successful? _____

What would you change about the co-sponsorship process? _____

How many people attended your event? _____

Any other additional comments or information about your event _____

