



## Faculty/Staff Host Agreement

Event Name: \_\_\_\_\_

Host Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Date: \_\_\_\_\_

Event Hours: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

I have a formal and active affiliation with the entity conducting the event and will serve as host for the event, attending all related activities. I will assure appropriate completion of the following activities related to the event:

- Set up and tear down;
- Returning facilities and furnishings to original condition and position, including
  - Cleaning of chalkboard & white boards;
  - Cleaning of debris;
  - Turning off lights;
  - Closing doors and windows;
  - Contacting Physical Plant to pick-up debris/trash;
  - Contacting Campus Public Safety to lock facilities; and,
- Correcting with Conference Services any deficiencies related to the above activities.

\_\_\_\_\_  
Host Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department or Office

\_\_\_\_\_  
Phone