(Date)

TO: Work Coordination Center

 Office of Planning and Facilities, UHM

FROM: (Name of Dean/Director/Chair), (Title)

 (Department)

RE: Sponsorship of (group) to Use UHM Facilities

This letter is to certify that the (Department) wishes to sponsor the event proposed by the (3rd-party group).

(Please detail relationship between your department and the 3rd-party group and, if possible, more about the 3rd-party group itself in this paragraph.)

(Please include more about the specific details of the sponsored event as specified on our website including: date, time [including set-up and clean-up times], and the organization’s contact’s information.)

The (3rd-party group) agrees to abide by the guidelines detailed in the Administrative Procedure Number A1.200, and the (Department) understands that we are liable for any damages to the facilities as a result of actions by the (3rd-party). As outlined by the Office of Risk Management, we have included a Certificate of Insurance provided by the (3rd-party) to demonstrate that their group has appropriate and adequate insurance protection coverage.

(Department contact) will be organizing and supervising this event, and can be reached by phone at (contact phone number), or by email at (UH email address).

Sincerely,

(Signature of Dean/Director/Chair)

(Name of Dean/Director/Chair)

(Title)

(Department)

(Email)

(Phone)

\*\*\*Please note that the sponsorship memo must be on Department Letterhead.\*\*\*