Information and Instructions Page for the Recreational Facilities Sponsorship Application

- The Recreational Facilities Sponsorship Application must be submitted to the Governing Board **One Month** prior to the date of the event. Submit the application to recboard@ucr.edu.
    - Please put the request and the date of the event in the subject above the email.

- This Sponsorship Application, if approved will only waive the facility rental fees. All other fees will be billed to your organization.

- A full disclosure of the organizations budget as well as the sources of income must be provided in order for the board to consider sponsoring the event.

- The reservation to hold the event must be submitted and approved before submitting the Sponsorship Application.

**The board may ask for additional information to be included following the submission of the application. All decisions will be made at the discretion of the Recreation Facilities Governing Board.*