



THE UNIVERSITY OF TEXAS-PAN AMERICAN
Facility Use Policy
Profit & Loss Statement - Non-University Event

HOP 8.4.1. Facility Use Policy (Excerpt from Sec. H.4. pertaining to Joint Sponsorship)

The University will be responsible for all details of the (joint sponsored) program or activity, and reserves the right to approve all copy for advertising and news releases, and may require the external sponsor to submit an accounting of the income and expenses directly related to the program or activity to the Director of Auxiliary Services. **If the funds collected exceed the actual cost of the event, the non-University user shall be required to remit such excess funds to the institution as an additional charge for the use of the Special Use Facility.**

Return completed form within ten (10) business days after event to:
The University of Texas - Pan American, 1201 W. University Drive, Edinburg TX 78539.
ATTN: Auxiliary Services, Rm# ASB 1.102.K

REVENUE	
No. of Participants	_____
Price per Participants	_____
Sub-Total Tickets Sales	_____
Other Sales	_____
TOTAL REVENUE	_____
EXPENSES	
Salaries & Wages	_____
Operating	_____
Other	_____
TOTAL EXPENSES	_____
Net Income (Loss)	_____

Prepared by:

 Facility Requestor Signature

 Date

APPROVED BY:

 Director of Auxiliary Services

 Date