

# Cal Poly Humboldt. Application for Lease/Rental of University Facilities

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Contact Phone

\_\_\_\_\_  
Name of Person Authorized to Sign Agreement

\_\_\_\_\_  
Relation to Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

If you selected **Group #3** please list your affiliation:  
\_\_\_\_\_

- Type of Organization:
- Group #1:**  
Faculty & Staff for Educational Mission of Cal Poly Humboldt Students & Student Clubs
  - Group #2:**  
Cal Poly Humboldt Campus Department Fundraisers
  - Group #3:**  
Government Agencies  
Local Non-Profit or Charitable Organization  
Local School
  - Group #4:**  
For Profit or Non-Governmental Agencies  
Non-Commercial or Personal Use by Faculty/Staff  
Community Group

Describe your Event:  
\_\_\_\_\_

Requested Spaces or types of spaces: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

(Attach Additional Sheets as Necessary)

Event Start/End Times: \_\_\_\_\_ Set Up/Break Down Times: \_\_\_\_\_

Estimated Attendance Per Day: \_\_\_\_\_ Participants: \_\_\_\_\_ Spectators : \_\_\_\_\_

### Housing

Will you need Housing      Yes      No

If yes, what are your housing dates:

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Are your dates flexible?      Yes      No

### Minors

Will your event have minors in attendance?

Yes      No

Will your event have minors as participants?

Yes      No

If there are minors without a guardian in attendance or participating we require background-checked chaperones (staff/coaches/volunteers) to be in attendance.

How many background-checked chaperones are you anticipating having in attendance?

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### Food and Alcohol

Will you have/need Catering?

On Campus      Off Campus

Will you have alcohol at your event?      Yes      No

Alcohol will be      Served      Sold

### Concessions

Humboldt Dining Catering has the first right to provide all concession services on campus.

Would you like concession services at your event?

Yes      No

### Technology

Will Wifi Access be required?      Yes      No

Will you need a Smart Classroom?      Yes      No

Will you need a Projector?      Yes      No

Will you need a Screen?      Yes      No

Do you need a computer lab?      Yes      No

### Sound

Will you require sound amplification?      Yes      No

Where will you have amplified sound?

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When will you have amplified sound?

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Will you need microphones? How many?  
What kind?

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### Parking

Parking meters and permit requirements are in effect Monday through Thursday from 7:00am to 10:00pm and Friday 7:00am to 5:00pm year-round, regardless of school being in session or not.

Request for a parking access code for participants to use at kiosks in which you are billed post event?

Yes      No

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Meeting Spaces	
Do you need movable seating?      Yes      No  For how many people? _____  Can you use auditorium-style fixed seating? Yes              No	Will you require a certain room layout type? Banquet Hollow Square Horseshoe Classroom Theater
Athletic Events	
Turf Field  Gymnasium  Swimming Pool  Time Clock  Scoreboard  Line Markers	Chalked Lines  Goals  Bleachers  Locker Room(s)  How many? _____  Will you be using canopies or easy-ups? Yes              No
Additional Tables/Chairs	Theater/Music
Tables How many? _____  Chairs How many? _____  Notes:	Musical Equipment  Type/How many: _____  Theater Lights  Sound Equipment  Dance Floor

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## Rules and Regulations

1. In order to guarantee your request, please allow a minimum of three (3) weeks for processing.
2. All requests will be verified prior to scheduling the event. Please provide reliable contact information.
3. Applicant will provide a certificate of insurance with additional insured endorsement prior to issuance of a fully executed lease agreement. (See Page 5 for Requirements)
4. Deposits, when applicable, will be paid according to the terms of the lease agreement. .
5. Accounting Personnel will calculate fees in accordance with the current fee schedule. Amounts not paid to Cal Poly Humboldt within 90 days will be sent to a collection agency.
6. Registration and supervision of the facilities must be by a responsible adult (18 years of age or older).
7. All CSU campuses are considered Smoke and Tobacco-free. Controlled substances are not allowed on any Cal Poly Humboldt property. The University policy regarding the use of Alcoholic Beverages can be found at: [http://www.humboldt.edu/studentaffairs/policies/alcoholic\\_beverages.html](http://www.humboldt.edu/studentaffairs/policies/alcoholic_beverages.html).
8. Use is confined to the area(s) named in the approved application, with appropriate corridor and lavatory facilities. Approval of the application does not guarantee exclusive access to the facilities.
9. No materials are to be taped, tacked, stapled, glued or pinned to any surface unless designed for such purpose.
10. All users must provide their own supplies (i.e., easel, easel pad, marking pens, pencils, note paper, etc.).
11. Secretarial and telephone services are not provided.
12. It shall be the responsibility of the group using the building to supervise all participants.
13. Reservation is tentative until Application is approved by an authorized Cal Poly Humboldt representative.
14. Applicant is required to comply with the lawful requirements of Cal Poly Humboldt, the State of California, and all applicable requirements of the City of Arcata and Humboldt County regarding discharges to the storm drain system and watercourses, including application requirements specified in local municipal stormwater management programs or plans.
15. Applicant must return the facility to its original arrangement and condition. Applicant understands additional fees may apply in the event of damage to property, or if additional clean up, equipment or personnel is required.

I agree to the above Rules and Regulations for Lease/Rental of University Facilities.

Applicant's Printed Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Insurance Requirements

The LESSEE shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the LESSEE, its agents, representatives, employees or subcontractors. The insurance will be issued by an insurance company or be provided through partial or total self-insurance acceptable to the University.

### Minimum Scope of Insurance

Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability coverage (occurrence Form CG0001).

### Minimum Limits of Insurance

The LESSEE shall maintain limits no less than:

General Liability:

Comprehensive or commercial form minimum limits each occurrence: \$1,000,000

General Aggregate: \$2,000,000

### Deductibles and Self-Insurance Retentions

Any deductibles or self-insured retentions must be declared to and approved by the University. At the option of the University, either; the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the State of California, the Trustees of the California State University, Humboldt State University, Humboldt State University Center, and the officers, employees, volunteers and agents of each of them; or the LESSEE shall provide a financial guarantee satisfactory to the University guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

### Other Insurance Provisions

The general liability policy is to be endorsed to contain the following provisions:

1. The State of California, the Trustees of the California State University, Humboldt State University, Humboldt State University Center, and the officers, employees, volunteers and agents of each of them, are included as additional insureds.
2. For any claims related to this use, the insurance coverage shall be primary insurance as respects the State of California, the Trustees of the California State University, Humboldt State University, Humboldt State University Center, and the officers, employees, volunteers and agents of each of them. Any insurance or self-insurance maintained by the State of California, the Trustees of the California State University, Humboldt State University, Humboldt State University Center, its officers, employees, volunteers and agents shall be excess of the Lessee's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) day's prior written notice by certified mail, return receipt requested, has been given to the University.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

### Acceptability of Insurers

Insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII.

### Verification of Coverage

The LESSEE shall furnish the University with original certificates and amendatory endorsements effective coverage required by this clause. The endorsements shall be on forms agreeable to the University. All certificates and endorsements are to be received and approved by the University prior to use of property. The University reserves the right to complete, certificate copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Last Revised: 12.12.2017