Humboldt.

REQUEST FOR EXCEPTION OF FACILITY USE

Outside of Building Open Hours or during Holiday or Campus Closure

Please allow up to two weeks for this review to be completed.

Internal User (Department/Or	g) seeking	exception:				
Event:						
Date/Time (hours) of use:						
s this during a holiday or campus closure? Yes No						
Location(s) of Event:						
Estimated attendance:						
Reason this event cannot occur o	during buildi	ng open hou	urs:			
Does this event occur annually?		Yes	No	Other:	_	
Designated Campus Host Co	ntact Inforr	nation:				
Name:						
Email:			Cell Phone: _			
Type of event			Wha	t event support is needed?		
Internal (University only)				Building/space Access		
Restricted to invitees				Custodial		
Open/advertised to community				Refuse/recycling		
				Table and/or chair delivery		
Is food being served	Yes	No		Set up/take down		
Is alcohol being served	Yes	No		Audio/Visual support		

Chartfield String for applicable charges (including all support services & overtime fees)

Account	Fund	Department	Program	Class	Project

Exception Requestor:						
Name		Signature	Date			
Division VP/Administrator:						
	Name	Signature	Date			

Cal Poly Humboldt | Conference & Event Services | 1 Harpst Street SAC 327 Arcata, CA 95521 | ces@humboldt.edu

Humboldt.

REQUEST FOR EXCEPTION OF FACILITY USE Outside of Building Open Hours or during Holiday or Campus Closure

Department Dean and Appropriate Administrator Use Only

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I **DO** approve of this event being held in facilities outside building open hours and/or occurring on Holiday or Closure Days where staff may be required to be paid overtime or Holiday pay depending on their classification/Union contract.

I **DO NOT** approve of this event being held in facilities outside building open hours and/or occurring on Holiday or Closure Day where staff may be required to be paid overtime or Holiday pay depending on their classification/Union contract.

Comments (Optional):

Division Administrator Signature: _

I **DO** approve of this event being held in facilities outside building open hours and/or occurring on Holiday or Closure Days where staff may be required to be paid overtime or Holiday pay depending on their classification/Union contract. **Annual recurring event is approved for _____ years.**

I **DO NOT** approve of this event being held in facilities outside building open hours and/or occurring on Holiday or Closure Day where staff may be required to be paid overtime or Holiday pay depending on their classification/Union contract.

Comments (optional):

Final Approval - VP of Administrative Affairs: