

HUMBOLDT STATE UNIVERSITY
Application for Lease/Rental of University Facilities

Today's Date

Name of Organization

Contact Name

Name of Person Authorized to Sign Agreement

Contact Phone

Address

Type of Organization:

Phone

Fax

Group #1:

- Faculty & Staff for Educational Mission of HSU, Students & Student Clubs

Group #2:

- HSU Campus Department Fundraisers

Group #3:

- Government Agencies, Non-Profit*, Charitable Organizations, Non-Commercial or Personal Use Faculty/Staff

Group #4:

- For Profit or Non-Governmental Agencies

Email

Property to be Used:

Describe Your Event

Estimated Attendance per Day: _____ Participants: _____ Spectators: _____

Date of Event (*Attach Additional Sheets if Necessary)

Time of Event: From - _____ To - _____

Set Up Begins: _____ Cleanup Completed: _____

Equipment to be used:

Scoreboard

Markers

Goals

Sound System

Time Clock

Theatre Lights/Sound Equipment

Tables/Chairs

How many of each? _____

Additional Equipment Needed

Will alcohol be Served Sold No

_____ If Yes, Describe

Will food be Served Sold No

_____ If Yes, Describe

Will food be prepared at event? Yes No

_____ If Yes, Describe

Will admission be charged? Yes No

_____ If Yes, Describe

Will network access be required? Yes No

_____ If yes, number of Users

Using wireless? Yes No

_____ If yes, location of use

Will users be in a group? Yes No

_____ If yes, class or workshop? If no, location of use?

Primary type of use (email, browsing, applications) _____

Do you need access to campus resources such as file shares? Yes No

Will there be sound amplification? No Yes - Indoors Yes - Outdoors

Hours and type of use: _____

Describe sound equipment: _____

Amplified sound requires an onsite contact person - Name: _____ Cell Phone: _____

Will there be canopies or tents? Yes No

_____ If Yes, Size and Number

Will booths, bleachers, stages or structures be erected? Yes No

_____ If Yes, Describe

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.

Would you like the cost of parking permits included in your lease? Yes No

_____ If Yes, how many?

For additional parking information, go to: <http://www.humboldt.edu/parking/>

Additional Information/Requests:

COMPLETE AND SIGN PAGE 3 - RULES AND REGULATIONS.

HUMBOLDT STATE UNIVERSITY

Application for Lease/Rental of University Facilities

Rules and Regulations

1. In order to guarantee your request, please allow a minimum of three (3) weeks for processing.
2. Applicant must submit tax exemption certificate 501(c)(3) or proof of nonprofit status.
3. All requests will be verified prior to scheduling the event. Please provide reliable contact information.
4. Applicant will provide certificate of insurance with additional insured endorsement a minimum of seven days prior to event.
5. Deposits, when applicable will be paid at time of lease signing.
6. Accounting Personnel will calculate fees in accordance with the current fee schedule. Amounts not paid to Humboldt State University (HSU) within 90 days will be sent to a collection agency.
3. Registration and supervision of the facilities must be by a responsible adult (18 years of age or older).
4. Tobacco and alcohol products are limited to designated areas on campus. Controlled substances are not allowed on any HSU property. The University policy regarding the use of Alcoholic Beverages can be found at: http://www.humboldt.edu/studentaffairs/policies/alcoholic_beverages.html.
5. 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.
6. No materials are to be taped, tacked, stapled, glued or pinned to any surface unless designed for such purpose.
7. All users must provide their own supplies (i.e., easel, easel pad, marking pens, pencils, note paper, etc.).
8. Secretarial and telephone services are not provided.
9. It shall be the responsibility of the group using the building to supervise all participants.
10. Reservation is tentative until Application is approved by an authorized HSU representative.
11. Applicant is required to comply with the lawful requirements of HSU, 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 storm water management programs or plans.
12. 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: _____

Submit application to:

Humboldt State University
Contracts/Procurement & Risk Management, SBS 345
1 Harpst Street, Arcata, California 95521.

Or email application to CPRM@humboldt.edu.