

**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 \_\_\_\_\_

Contact Email \_\_\_\_\_

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 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 sufficient time to accommodate 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. HSU 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.
7. Registration and supervision of the facilities must be by a responsible adult (18 years of age or older).
8. HSU is a smoke- and tobacco-free campus. The policy applies to all students, faculty, staff, volunteers, contractors or vendors, and visitors. The policy prohibits the use of cigarettes, cigars, pipes and other smoke emitting products, including e-cigarettes and vapor devices. Controlled substances are not allowed on any HSU property. The University policy regarding the use of Alcoholic Beverages can be found at: <https://policy.humboldt.edu/emp11-%C2%AD01-comprehensive-university-policy-regarding-use-alcoholic-beverages>.
9. 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.
10. No materials are to be taped, tacked, stapled, glued or pinned to any surface unless designed for such purpose.
11. All users must provide their own supplies (i.e., easel, easel pad, marking pens, pencils, note paper, etc.).
12. Secretarial and telephone services are not provided.
13. It shall be the responsibility of the group using the building to supervise all participants.
14. Reservation is tentative until Application is approved by an authorized HSU representative and University Facility Lease is signed by all parties.
15. 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.
16. 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 and Procurement, SBS 345  
1 Harpst Street, Arcata, California 95521.

Or email application to [CPRM@humboldt.edu](mailto:CPRM@humboldt.edu).