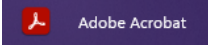


Holiday Exception Form Routing Instructions

These directions are for when you open the PDF and the Adobe Acrobat Application opens on your computer:



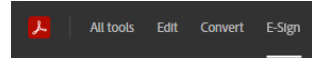
If you are using the [web browser version of Adobe Acrobat sign](#) you will need to follow steps 1 - 6 and then skip to step 13.

(Clicking the blue number will take you to a visual example; clicking the blue Step(s) will take you back up to the steps)


Step(s)

1. [Download and open the form](#) if you haven't already downloaded the form.

[If you open from the link from the above link click "ESign":



2. Fill out the first page of the form.

3. Go to the  Menu and click "Print"

[If you open from the form from the above link click download:  in the right corner and go to Step 5]

4. In the Printer drop-down menu select Adobe PDF

5. Save the form in your desired location and desired name

6. The new PDF will open from your desired location; your text fields will now be uneditable

7. Click on 

8. The All tools side menu will pop out

9. At the bottom of the menu select the "Request e-signatures" button

10. In the box that pops up input your Dean or VP's email address

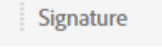
11. The box will then generate the message that will be sent with your signature request. Under "Add Cc" Change the subject and body of your email to your desired text (otherwise it will send with the document name and "Please review and sign this document.")


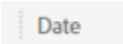
12. Select  (not "Specify where to sign" even though that's the intuitive next step)



13. On the "Get documents signed screen" your Dean or VP will auto-populate as the #1 box. In the #2 box input the VP of Administrative Affairs or Official Designees' email. The toggle above the #1 box SHOULD be set to "Complete in Order". If it's not, then change it and hit "Next".

14. On the next screen, you will have a Recipients drop-down menu which should default to your #1 signer, if it's not select your #1 signer.

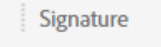
15. Underneath "RECIPIENTS" there is the "Signature Fields" drop-down. Click on the carrot  and it will expand.


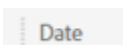
16. In that drop-down you can hover over, grab (long click)  and drag it to the Division VP/Administrator. The box should expand to the line, and if it doesn't, you can drag the edges of the box to fit.


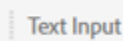
17. Underneath the "Signature Fields" drop-down there is the "Signer Info Fields" drop-down menu. Click the carrot  and  and drop it onto the "Date" line.

You will also need to add "Data Fields" from the "Data Fields" drop down menu. Click the carrot  and , then drop a "Text Input box" into the 3 open spaces: Do Approve, DO NOT Approve and Comments

18. Back up in the "Recipients" drop-down menu select the VP of Administrative Affairs or Official Designees' email and repeat step 17.

19. In the "Signature Fields" drop-down hover over, grab (long click)  and drag it to the Dean or VP Approval. The box should expand to the line, if it doesn't you can drag the edges of the box to fit..

20. Underneath the "Signature Fields" drop-down there is the "Signer Info Fields" drop-down menu. Click the carrot  and  and drop it onto the "Date" line.

21. Add "Data Fields" from the "Data Fields" drop down, click the carrot  and grab . Drop a "Text Input box" into the 4 open spaces: DO Approve, DO NOT Approve, Years approved, Comments

22. If you plan on having to do this form in the future check the "Save as template" box above the blue "Send" button

23. Hit 

Once you have received all signatures please send the signed pdf to either ces@humboldt.edu (internal event) or spacerentals@humboldt.edu (external event) depending on who you are working with.

Note: When you hit send Adobe Sign will automatically send you an email telling you your document has been sent out for signature. When the form is signed you will receive updates. You don't need to CC yourself to receive updates.

[Step\(s\) 1](#)

[Step\(s\) 2](#)

[Step\(s\) 3](#)

Cal Poly 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/Org) seeking exception: _____
Event: _____
Date/Time (hours) of use: _____
Is this during a holiday or campus closure? Yes No
Location(s) of Event: _____
Estimated attendance: _____
Reason this event cannot occur during building open hours: _____
Does this event occur annually? Yes No Other: _____
Designated Campus Host Contact Information:
Name: _____
Email: _____ Cell Phone: _____

Type of event
 Internal (University only)
 Restricted to invitees
 Open/advertised to community

What event support is needed?
 Building/space Access
 Custodial
 Refuse/recycling
 Table and/or chair delivery
 Set up/take down
 Audio/Visual support

Is food being served Yes No
Is alcohol being served Yes No

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

Step(s) 4

Step(s) 5

The screenshot shows a PDF viewer interface with a document titled "REQUEST FOR EXCEPTION OF FACILITY USE" from Cal Poly Humboldt. The document content includes the title, a subtitle "Outside of Building Open Hours or during Holiday or Campus Closure", and a note "Please allow up to two weeks for this review to be completed." Below this is a "Chartfield String for applicable charges" table and signature fields for the Exception Requestor and Division VP/Administrator.

The "Print" dialog box is open, showing the following settings:

- Printer: Adobe PDF
- Copies: 1
- Pages: 1 of 2
- Page Sizing & Handling: Fit, 100% scale, 8.5 x 11 Inches
- Orientation: Portrait
- Comments & Forms: Document, Summarize Comments

An orange arrow points to the printer selection dropdown menu in the Print dialog, which lists several printer options including "Adobe PDF", "Microsoft Print to PDF", and "OneNote (Desktop)".

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

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[Step\(s\) 6](#)

[Step\(s\) 7](#)

[Step\(s\) 8](#)

[Step\(s\) 9](#)

Menu REQUEST FOR EXCEPTL x + Create

All tools Edit Convert E-Sign Find text or tools Share

All tools

- Export a PDF
- Edit a PDF
- Request e-signatures
- Fill & Sign
- Create a PDF
- Combine files
- Organize pages
- Add comments
- Scan & OCR
- Protect a PDF
- Redact a PDF
- Compress a PDF
- Prepare a form
- Send for comments

View more

Get PDFs e-signed. Recipients sign online for free.

Request e-signatures

Cal Poly 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

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: _____

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

Step(s) 10

Menu REQUEST FOR EXCEPTL x + Create

All tools Edit Convert E-Sign Find text or tools Share

E-Sign x

GET E-SIGNATURES FAST

Request e-signatures
Send this document to any recipient and have them sign online in 3 easy steps

FILL AND SIGN YOURSELF

After signing, you can create a readable certified copy with an audit trail.

Save a certified copy

Cal Poly Humboldt.

REQUEST FOR EXCEPTION OF FACILITY USE

Outside of Building Open Hours or during Holiday or Campus Closure

Add recipients to e-sign this document

Add People's names or email IDs

Get e-signatures *faster* than email

- Recipients sign in minutes. No file printing or scanning required.
- Recipients receive an email link to sign online for free without downloading Acrobat.
- Documents are signed fast and securely.

See how it works

Cancel Specify to sign

Comments (optional):

Final Approval - VP of Administrative Affairs: _____

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

The author of this form has specified the fields which you can fill. Click on any field to start filling form.

OK

[Step\(s\) 11](#)

[Step\(s\) 12](#)

Cal Poly Humboldt.

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

Add recipients to e-sign this document

ces@humboldt.edu

Add Cc

Request for Exception of Facility Use

Please review and sign this document.

More Options

Your file will be uploaded for e-signing. Anyone you share the link with can view the file.

Cancel Spec... e to sign

Comments (optional):

Final Approval - VP of Administrative Affairs: _____

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

The author of this form has specified the fields which you can fill. Click on any field to start filling form.

OK

Web Browser users only:



Powered by
Adobe
Acrobat Sign

Home Send Manage Workflows Reports



Step(s) 13

Request e-signatures Add Prepare Send Close

Get documents signed Switch to new experience
Send an agreement to others for e-signing, approval, or other processing.

Recipients*
Complete in Order Complete in Any Order Add Me | Add Recipient Group | ?

1	ces@humboldt.edu	None		
2	Enter recipient email			

Show CC

Message*

request_for_fee_waiver - Copy

Please review and sign this document.

Options ?

Recipients' Language

English: US

Files* Add Files

request_for_fee_waiver - Copy.pdf

Drag More Files Here

Preview & Add Signature Fields

Next

Field Templates Field Tools ProjectRow1

Switch to new authoring

RECIPIENTS

ces@humboldt.edu (Signer)

Signature Fields

Signature

Initials

Signature Block

Stamp

Signer Info Fields

Data Fields

More Fields

Transaction Fields

Reset Fields

Save as template

Send

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

Cal Poly 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

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:

Step(s) 17

Menu | REQUEST FOR EXCEPTL | + Create

Request e-signatures | Add | Prepare | Send | Close

Field Templates | Field Tools | Signature 2

[Switch to new authoring](#)

RECIPIENTS

- ces@humboldt.edu (Signer)

Signature Fields

Signer Info Fields

- Title
- Company
- Name
- Email
- Date

Data Fields

More Fields

Transaction Fields

[Reset Fields](#)

Save as template

Send

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

Cal Poly 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

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: _____
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: _____

2 / 2

Field Templates v Field Tools v Date 1 v

[Switch to new authoring](#)

RECIPIENTS

ces@humboldt.edu (Signer) v

Signature Fields v

Signer Info Fields v

Data Fields ^

- Text Input
- Drop Down
- Check Box
- Radio Button
- Image

More Fields v

Transaction Fields v

[Reset Fields](#)

Save as template

Send

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

Cal Poly 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

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: _____
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: _____

Step(s) 18

(go up for 19+20)

Request e-signatures

Field Templates | Field Tools | Custom Field 1

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

Cal Poly 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

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: 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: _____

RECIPIENTS

- spacerentals@humbol... (Signer)
- Whitney Strouse (me) (Prefill)
- ces@humboldt.edu (Signer)
- spacerentals@humboldt.edu (Signer)
- spacerentals@humboldt.edu (Signer)
- Everyone

Signer Info Fields

Data Fields

More Fields

Transaction Fields

Reset Fields

Save as template

Send

2 / 2

Step(s) 21

Menu | Home | REQUEST FOR EXCEPTL | + Create | ? | Bell | Grid | Profile | - | Maximize | Close

Request e-signatures | Add | Prepare | Send | Close

Field Templates | Field Tools | Signature 3

[Switch to new authoring](#)

RECIPIENTS

- spacerentals@humbol... (Signer)

Signature Fields | Signer Info Fields | Data Fields | More Fields | Transaction Fields

[Reset Fields](#)

Save as template

Send

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

Cal Poly 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

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: _____
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: _____
Signature

2 / 2 | - | + | Close

Step(s) 22

Menu | Home | REQUEST FOR EXCEPTL. X | + Create | ? | Bell | Grid | Profile | Minimize | Maximize | Close

Request e-signatures | Add | Prepare | Send | Close

Field Templates | Field Tools | Custom Field 5

[Switch to new authoring](#)

RECIPIENTS

- spacerentals@humbol... (Signer)

Signature Fields | Signer Info Fields | Data Fields | More Fields | Transaction Fields

Text Input | Drop Down | Check Box | Radio Button | Image

[Reset Fields](#)

Save as template

Send

Exception Requestor: _____ Signature _____ Date _____
Name Signature Date

Division VP/Administrator: _____ Signature _____ Date _____
Name Signature Date

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

Cal Poly 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

- 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: _____ 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: _____ Signature _____

2 / 2 | - | + | Close

[Reset Fields](#)

Save as template

