

## HOSTING GUIDELINES and AGREEMENT of University Facilities for Internal Events advertised and/or encouraged to the General Public

Internal Users (unit/dept/org) hosting events advertised and/or encouraged to the general public in University Facilities both on and off the main campus are generally required to complete this agreement.

**Exceptions:** Events that are part of regular University operations, such as quad activities, campus priority events, Athletic games, Dance, Music & Theatre and Cal Poly Humboldt Presents performances, Outdoor Adventures courses, Rec Sports clubs & drop-ins, various University camps, library-hosted events, Advancement activities, Associated Students and Recognized Student Organizations (*as their events have a separate approval process*).

For all other events, the following guidelines apply:

1. Events must receive prior approval by the appropriate Chair/Department Head, Dean, or Vice President having jurisdiction over the internal unit, or by another authorized official, such as the Office of Student Life for RSOs and Associated Students Director for all AS events.
2. The department must identify space needs and submit reservation requests in 25Live. Prior to any advertising or publicity of such an event, you must receive approval and confirmation of requested space use.
3. The internal user (unit/dept/org) is responsible for any damages that may occur to campus facilities as a result of hosting the event.
4. These events may require event liability insurance, subject to Risk Management review.
5. Affiliates (any Cal Poly Humboldt student, faculty, administrator, or staff person who plans events on the University campus) are not permitted to host an activity in which another organization is benefiting from the use of it or conducting a personal commercial activity.
6. A paid Cal Poly Humboldt professional staff/faculty member must be designated as host for the event and accept responsibility for overseeing the following requirements:
  - Must be present and available during the event in its entirety. (This person would be responsible for any others who are then assuming this role during the event.)
  - Point of Contact (POC) for any questions or issues that arise during the event (including planning and follow-up post-event); person designated to call for additional campus support in case of emergency such as UPD, FM, etc. This includes providing a personal cell phone number for contact in case of emergencies with a guaranteed response time of no less than 20 minutes.
  - Coordinating and overseeing that space is set up to requestors' needs.
  - Ensuring facilities are open and available during the event; requesting keycards for access at least five working days prior to the event if needed and that space is secured at the end of the reserved time.
  - Ensuring use is limited to reserved time.
  - Coordinating any other special needs or requests for the event such as audio/visual equipment, ensuring personnel operating equipment receives appropriate training to operate (hy-flex, etc).
  - Overseeing that campus policies and procedures are being appropriately adhered to for the facility use at all times.
  - Ensuring that requirements for any overnight events in housing are met.
  - If hosting minors under the age of 18 who are not matriculated Students, please contact Risk Management for more information.

*The level of hosting services required may vary depending on location and by event, and is subject to approval by the University Risk Director.*

## **HOSTING AGREEMENT and APPROVAL of University Facilities for Internal Events promoted and/or advertised to the General Public**

25Live Reservation #: \_\_\_\_\_

Event Title: \_\_\_\_\_

Dates/Times of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

**As a Cal Poly Humboldt Designated Campus Host, I agree to uphold the above requirements of the Host position for the entirety of this event.**

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Administrative Approval for Department Event**

The event has been approved by the appropriate **Chair/Dept Head, Dean of the College** or by the **Vice President** having jurisdiction over the hosting unit, or by another authorized official.

Department: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A fully executed agreement must be submitted to CES at [ces@humboldt.edu](mailto:ces@humboldt.edu) before advertising and/or attendance, encouraging General Public Attendance to the event.**