



HOSTING GUIDELINES and AGREEMENT for use of campus facilities

University hosted/sponsored events consist of events that are being hosted by Internal Users in coordination with external groups as part of recruitment or community engagement and/or collaboration efforts. Although the University maintains a relationship with the community or outside organization, hosted events are not University events. The University may derive some benefit from holding the event on campus or from affiliation with the organization associated with the event, but the organization, and not the University, is primarily responsible for determining the content, agenda, and the logistical arrangements of the event.

University sponsored events must comply and accept responsibility for the following:

1. Event has been approved by the appropriate Vice President or by the Dean of the college having jurisdiction over the sponsoring unit, or by another authorized official.
2. These events require a facility lease contract and event liability insurance.
3. Identifying space needs and submitting requests to CES using the [Campus Hosted/Sponsored Worksheet](#) **CES will then submit the 25 Live Reservations on your behalf.** Prior to any advertising or publicity of such event, you must receive approval and confirmation of requested space use from CES.
4. If the external organization/association doesn't pay their invoice, the hosting department is responsible for any outstanding payments and amounts due to the University.
5. 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 that 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 5 working days prior to event if needed and that space is secured at the end of 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 that 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 for use of campus facilities

Live Reservation #: _____

Event Title: _____

Dates/Times of event: _____

Location of event: _____

Benefits to the University:

Chartfield for past due balances not paid by External Org:

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.

Printed Name: _____

Contact Number: _____

Signature: _____ Date: _____

Administrative Approval for Department Hosted/Sponsored Event

Event has been approved by the appropriate **Vice President** or by the **Dean of the College** having jurisdiction over the sponsoring unit, or by another authorized official.

Department: _____

Printed Name: _____

Signature: _____ Date: _____