

UNIVERSITY HOSTING AGREEMENT (Internal Events)

Internal Users (unit/department/organization) 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, and Advancement activities (*as their events have a separate approval process*).

For all other events, the following guidelines apply:

1. Events must receive prior approval from the Dean or Vice President with jurisdiction over the internal unit, the Director of Student Life for Recognized Student Organizations (RSO) events, or the Associated Students Director for AS events.
2. The hosting unit or organization must designate an employee responsible for the event and for ensuring compliance with all University policies.
3. The designated employee must:
 - Be present for the entire duration of the event.
 - Serve as the primary point of contact (POC) for all planning, day-of, and post-event matters.
 - Contact campus support (e.g., UPD, Facilities Management) if an emergency arises.
 - Ensure the event stays within the approved reservation time and that the space is secured at the conclusion.
 - Oversee adherence to all University facility use policies.
4. The event must be approved and space confirmed before any advertising or public promotion occurs.
5. Advertising in all forms must clearly identify the sponsoring department or organization and the responsible employee.
6. The internal user (unit/department/organization) is responsible for any damage to University property resulting from the event.
7. Some events may require event liability insurance, subject to review by Risk Management.
8. Employees and students may not reserve space on behalf of another organization or conduct personal activity.

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

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25Live Reservation #: _____

Hosting Dept/Org: _____

Event Title: _____

Dates/Times of event: _____

Location of event: _____

Expected attendance: _____

Purpose of event: _____

As the Department/Organization's Designated Employee, I accept responsibility for the Internal Event, for compliance with all University policies, to serve as the Point of Contact, and be present for the entirety of this event.

Designated Employee Name: _____

Position: _____

Contact Phone Number: _____

Signature: _____ Date: _____

Administrative Approval for Internal Event

The event has been approved by the Dean or Vice President with jurisdiction over the internal unit, the Director of Student Life for Recognized Student Organizations (RSO) events, or the Associated Students Director for AS events. .

Hosting Department/Organization: _____

Name: _____

Title: _____

Signature: _____ Date: _____

A fully executed agreement must be submitted to CES at ces@humboldt.edu before advertising or otherwise encouraging general public attendance to the event.