

# Housing & Residence Life

## Housing Meeting Room Request Form

Housing facilities are primarily for resident use. HSU Faculty, Staff, and officially recognized on-campus clubs may request to reserve the facilities once per semester within normal operation hours during the academic year and reduced hours during breaks and summer. No alcohol is permitted in Housing meeting room facilities.

Please read and sign this document and email a PDF to [conferences@humboldt.edu](mailto:conferences@humboldt.edu), or fax to (707) 826-5316 or return to the Housing Office. A Housing representative will notify you when your room reservation request has been reviewed.

Today's Date: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title of Event: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_  
 Set-up Time: \_\_\_\_\_ Reset/Clean-Up Time: \_\_\_\_\_

Description of Event: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

This event is open  
to all students:  
Yes No

### Room Request:

<b>Jolly Giant Commons</b> Klamath River Mad River Moonstone Beach 1st Floor Rec Room	<b>Sunset Hall</b> Sunset Classroom <b>Cypress</b> Cypress Lawn <b>Creekview</b> Creekside Lounge	<b>Canyon</b> Canyon Lawn <b>College Creek</b> Great Hall*	<i>*Great Hall Set Up:</i> Standard (no set-up fee) Theater Style Small Group Banquet Classroom
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### Additional Requests:

AV Equipment:	Yes	No	Will food be present:	Yes	No
Tech Support Needed:	Yes	No	(Catering is available through Dining at 707-826-5311)		
Hours of Tech Support requested: _____			Set-up requested:	Yes	No

Please see the attached "Rental Fees" for pricing information.

I have reviewed the Housing rental fees and understand my department will be billed using the University Chart Field String (billing): \_\_\_\_\_

Account - Fund - Department - Program - Class - Project

## Room Request Process for Faculty, Staff and Recognized On-Campus Clubs

To reserve Housing meeting facilities, please follow the steps below:

1. Complete a Housing Meeting Facility Request form and submit to the Housing Office with at least one weeks notice (not including weekends). Requests will be forwarded to the appropriate staff for approval. Notice of cancellation must be received no later than 48 hours prior to the event start date. If cancellation is not received, you will be billed the full amount of the agreement.
2. Once a decision has been reached, the requesting party will be contacted to confirm use or non-use of the requested space.
3. If a request has been approved, the approval is only valid for the dates and times indicated on the Request form. It may not be transferred between semesters.

### Conditions and Fees

- A. Any group using Housing meeting facilities agrees to abide by all State, Federal, and University regulations.
- B. Groups reserving space in Housing meeting facilities are responsible for the behavior of their members and guests.
- C. Off-campus groups and guests using the facility agree to indemnify, defend and hold the Department of Housing and Dining, University Center, State of California and the Trustees of California State Universities and officers, employees and agents harmless against all claims, loss, or liability arising from damage to or destruction of property or injury or death to persons occurring because of or related to this reservation.
- D. It is agreed that any charges arising from the use of Housing meeting facilities will be billed to the organization or individual indicated, but will remain the obligation of the individual representing the group or organization. This includes any property damage occurring from the facility use under provisions of the room reservation.
- E. All groups are responsible for leaving rooms in the condition in which they were found including the original setup. For original room setup please refer to the diagram posted in the room. Groups will also be held liable for damages to the facilities and equipment.
- F. Open flame or any flammable liquid of any kind is not allowed in Housing meeting facilities. \$100 penalty will be charged to groups violating this policy.
- G. Possession or consumption of alcoholic beverages in Housing meeting facilities is prohibited at all times unless specifically exempted by approval of the Housing Director and the Vice President of Student Affairs.

#### Fees (see Rental Fee Schedule)

- A. A fee may be assessed to groups for the following: Use by non-resident groups after normal business hours or on weekends; assistance with room set-ups (when and if possible); and for any damages or extra cleaning needed.
- B. In addition to the above mentioned fees, a deposit may be required.
- C. Fee schedules are subject to change without notice.

**I have read and agree to the above stated policies and fees.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title or HSU ID Number (Please print)

<b>For Office Use Only</b>		Date Received: _____	Date Contacted: _____	Total to be Billed: _____
Key Requested? <input type="radio"/> Yes <input type="radio"/> No		Date Key Needed: _____	Date Approved: _____	
Room Usage: \$100 <input type="radio"/>	A/V Equipment use: \$50 <input type="radio"/>	Food/Beverages present?		Date Billed: _____
Room layout change: \$160 <input type="radio"/>	Tech Support ( per hour): \$50 <input type="radio"/>	\$60 <input type="radio"/>		