

Housing & Residence Life

2018 Housing Meeting Room Request Form

Housing facilities are primarily for resident use. HSU Staff, Faculty and officially recognized on-campus clubs may request to reserve the facilities 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 e-mail a pdf to conferences@humboldt.edu, or return or fax to the Housing office at (707) 826-5316. A Housing representative will notify you when your room reservation request has been approved, and estimated cost confirmed. All requests are tentative until confirmed.

Today's Date: _____	Organization: _____
Name: _____	Title of Event: _____
Contact Number: _____	Email: _____
Event Date: _____	Event Time: _____
Setup time: _____	Reset/Clean-Up time: _____

Description of Event:

This event is open to all students?: Yes No	This event is open to Community Members?: Yes No
Description of Event:	

Room Request:

<u>Jolly Giant Commons</u>			<u>Set-up options</u>
Klamath River Room	Clam Beach Room	Cypress Lawn	Standard (no fee)
Mad River Room	Agate Beach Room	Creekside Lounge	Theatre Style
Moonstone Beach Room	Canyon Lawn	C. C. Great Hall	Small Group
1 st . Floor Rec Room			Banquet

Additional Requests – check all that apply:

AV Equipment (Projector/Screen/Sound):	Will Food/Beverages be present:
Wireless Microphone (Great Hall only):	(Catering is available through Catering at (707) 826-5311)
Tech Support:	Set-up/ reset requested:
Hours of Tech Support requested: _____	
<i>*Please see the attached "Rental Fees" page for pricing information</i>	

I have reviewed the Housing rental fees and understand my department will be billed using the

University Chart Field String provided (billing): _____

(Account - Fund - Department - Program - Class - Project)

Housing & Residence Life

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 no less than 7 days' notice. Requests will be forwarded to the appropriate staff for approval.
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. Off-campus groups must provide insurance naming Humboldt State University as additionally insured: Licensee shall provide insurance naming Humboldt State University as additionally insured with limits no less than: General Liability of \$1,000,000 per occurrence and General Aggregate of \$2,000,000.
- E. 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.
- F. All groups are responsible for leaving rooms in the condition in which they were found including the original setup unless otherwise indicated. 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.
- G. 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.
- H. Possession or consumption of alcoholic beverages in Housing meeting facilities is prohibited at all times.

Fees (see Rental Fee Schedule)

- A. Fees will be assessed to groups for the following: Use by non-resident groups, assistance with room set-ups, use of AV Equipment, technical support, food or drinks present 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): _____

For Office Use Only	Date Received:	Date Confirmed:	Total to be billed:
Key Requested:	Date Key Needed:	Date Approved:	
Room Usage (varies):	A/V Equipment use (\$55):		Date Billed:
Room Layout Change (\$165):	Microphone requested (included):		
Food/Beverages Present (\$65):	Tech Support Hours (\$55 per hr):		

Housing Meeting Room: Rental Fees 2018

HSU University Organizations

	Capacity	Room Usage Fee	Room Set-up Fee	Food & Drink Usage Fee	A/V Equip.	Tech Support
Klamath River Room 2nd Floor JGC	123*	\$105	\$165	\$65	\$55	\$55 per hour
Mad River Room 2nd Floor JGC	82*	\$105	\$165	\$65	\$55	\$55 per hour
Moonstone Beach Room Mezzanine Level, JGC	38	\$105	\$165	\$65	\$55	\$55 per hour
Recreation Room 1st Floor JGC	200	\$130	\$165	\$65	\$55	\$55 per hour
Great Hall 2nd Floor College Creek Community Center	280	\$130	\$165	\$65	\$55	\$55 per hour
Creekside Lounge Creekview Residence Halls	150	\$105	\$165	\$65	\$55	\$55 per hour
Clam Beach Room Mezzanine Level, JGC	24	\$105	\$165	\$65	\$55	\$55 per hour
Agate Beach Room Mezzanine Level, JGC	25	\$105	\$165	\$65	N/A	N/A
Canyon or Cypress Lawn	N/A	\$105	\$165	\$65	N/A	N/A

N/A= Not available

*Klamath River & Mad River Room can be one large room that accomodates up to 200 occupants.

Billing Example: HSU University Organization uses Klamath River Room

Organization requested: Room use, Room set-up fee and A/V Equipment. Total cost= \$325.00