The below policies are in effect for all Humboldt Bay Aquatic Center facility rentals as of August 1, 2010.

Facility Use Policy: Reservations may be requested during the hours of 7 am–12 am, Monday – Saturday. If a reservation is made outside of normal business hours, the building will open and/or close at the time of reservation. Furniture is not to be moved by clients due to logistics and liability to the HBAC. We reserve the right to assess additional fees if this policy is disregarded. Doors opening to the HBAC hallways may not be propped open at any time, in compliance with State Fire Marshal mandate. No dogs or animals, bicycles, skateboards, scooters, etc. are permitted inside of the facility. The HBAC prohibits the burning of incense or open-flame décor such as candles, oil lamps, etc. (chafing dishes may be used by professional caterers only) Materials such as paint, glue, glitter, sand, decorations such as confetti, foliage, tinsel, etc. are not permitted. Clients may not post or hang anything on walls without staff approval. After approval, clients are required to both supply and use only blue painter’s tape to post signage, decorations, etc.

Alcohol Policy: Additional paperwork (ABC license, insurance certificate, and HSU campus approval) is required to serve alcohol at any event taking place at the HBAC. Please request the HBAC Alcohol Policy at the time of your reservation. If any group brings in alcohol unpermitted, they will be asked to leave immediately, forfeiting their entire rental fee.

Minor Supervision Policy: Clients are responsible for their guests. Those under 18 years of age must be supervised by an adult at all times.

Cancellation Policy: Cancellation within 48 hours of the event will result in a full charge of the rental fee. Cancellations received within two to seven days of the scheduled event will result in a 50% cancellation fee of the rental amount. If notification is given more than seven days before the event, cancellation is free of charge.

ADDITIONAL FEES:
Hosting Fees: A daily rental rate allows up to ten hours of use including arrival/set-up and clean-up/departure time. Additional hosting fees apply once ten hours has been exceeded. For hourly rentals, hosting fees may be charged at the minimum rate of $20.00 per hour for any event occurring outside of normal business hours: 10 am – 4 pm, Monday – Friday. * Exception: All Room 110 rentals are subject to hosting fees for rental time outside of normal business hours.

Food & Beverage Fee: There is an additional clean-up fee for events that will be serving food and beverages.

Kitchen Access: If renting Room 203, kitchen access is included free of charge. However, the kitchen must be rented if the partition between the kitchen and the Common room will be opened or if exclusive kitchen access is requested.

Special Event Fee: Those holding special events such as events charging admission/entry fees, fundraisers, parties, banquets, receptions, etc. will be charged an additional 20% of the rental fee.

SERVICES:

Coffee & Tea Service: We can accommodate coffee and tea service for groups of thirty or less. Please request this service at the time of rental reservation, as only one group may be served at a time. Regular and decaffeinated coffee cost $20.00 plus tax per 2-liter carafe; hot water for tea costs $16.00 plus tax per 2-liter carafe. These rates apply to requested refills. Paper cups, cream, sugar, tea, etc. are included.

Copy/Print/Fax Service: This service may be requested for $2.00 plus $0.10 per page and in advance.

Linen Rental Service: Table and napkin linens are available to rent at a rate of $7.00 per table linen and $0.50 per napkin. We encourage the rental of linens with us or through a service for those events bringing food and beverages into the facility.

Furniture Arrangement: Furniture arrangement is included in the rental fee. At the time of reservation, please indicate the desired layout on the reservation request form. Customized layouts are typically made for Room 203 only and must be discussed with the building supervisor, though some accommodations can be made for other rooms. Changes requested within 24 hours of the event will result in additional hosting fees.