

**California State University, Northridge
Residential Life & University Conference Services
MEETING FACILITIES AGREEMENT**

THIS AGREEMENT is made and entered into this ____ day of _____, 200__, by and between the Trustees of the California State University, hereinafter called the "Trustees," on behalf of California State University, Northridge Residential Life and Conference Services, hereinafter called the "University," and the following organization hereinafter called "Hosts."

Submission Date: _____

Name of person submitting application: _____

Name of organization: _____

Contact information: _____

Purpose of Reservation: _____

Format of the Event: _____

Event day/date: _____ Time: From _____ To _____

Number of guests or participants: _____

Parking Requirements: No. of Cars: _____ No. of Passes: _____

ASL Interpreter needed for the event: *Yes No (Please submit to Interpreter Coordinator)

*Interpreters provided for housing sponsored events only.

Special set-up needed _____

Fee _____

EAST (closest to Bldg. 12)

- Pool
- Basketball Court
- Volleyball Court
- Lounge(s)
- On The Green (Lawn east of Bldg. 7)
- Other _____

WEST (closest to Bldg. 4)

- Pool
- Basketball Court
- Volleyball Court

The following terms and conditions apply to this agreement:

GENERAL REQUIREMENTS:

I recognize and understand that, during the time of the event, I must observe all CSUN *Regulations for Community Standards and Meeting Facilities Reservation Rules*. These regulations include but are not limited to policies regarding Alcohol, Smoking, and Noise as listed in the 2001 - 2002 *Department of Residential Life Handbook and Academic Planner*.

Host shall provide adequate supervision, and shall act in accordance with all federal; state; county and city laws; and University rules, regulations, policies and procedures during the conference guests' stay or use of facilities, including non-attendant periods of operation. Should Host be unable to provide adequate supervision, Housing will provide such supervision at Host's expense. Violation of such policies may subject a person (or persons) to possible University sanctions as well as legal penalties.

Host shall be responsible for all damages or injury to, or loss of, any property provided under this contract, and property not specified in this contract, resulting from negligence and/or intentional acts of persons associated with this program.

PARKING:

Parking is available on campus by permit only. The fee is \$4.00 per day per vehicle to park in designated lots on campus. Parking needs should be discussed and arranged with Housing Services staff prior to the event date(s.)

SOLICITATION/RECRUITMENT:

Use of the Residential Life and University Conference Services's facilities shall not be granted for recruitment, solicitation, or fund-raising purposes without the prior permission from the Department of Residential Life and University Conferences Services. Any violations of the *CSUN Regulations for Community Standards* may result in disciplinary action and denial of future requests for a Common Area Reservation.

PRE-INSPECTION:

Hosts have performed an inspection of the premises to be occupied and have found them to be safe and without hazard.

INDEMNIFICATION:

Host will defend the State of California, Trustees of the California State University, California State University, Northridge and their offices, agents and employees against any suit, action, cause of action or claim arising out of or based upon the performance, interpretation or any other matter related to this Agreement.

Host hereby agrees to hold harmless and indemnify the State of California, Trustees of the California State University, California State University, Northridge and their officers, agents and employees from any loss, damage or liability including all claims of any nature caused by the negligence and/or willful misconduct of the Host and its officers, agents, employees or assigns in connection with the exercise of this Agreement or use of the areas specified.

Host agrees that any settlement, award or judgment that exceeds the required insurance policy limit set forth in this Agreement will be the exclusive responsibility of the Host.

CANCELLATION:

This agreement can be cancelled by the University immediately upon any breach of the terms or conditions of this agreement.

INSURANCE:

Host not affiliated with the University must provide, at their own cost, evidence of insurance in accordance with the following requirements. Host that cannot provide insurance coverage for facility use can purchase Special Event insurance through the University.

An underwriter's certificate of insurance or evidence of self insurance stating that there is general liability insurance presently in effect for the Host with a combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate and property damage coverage in an amount not

less than \$500,000 for injury to or destruction of the real and personal property of University. Insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII.

Certificate Holder: CSU, Northridge
Att: Purchasing Department
18111 Nordhoff Street
Northridge, CA 91330-8231
Fax 818/677-6544

The general liability policy is to include additional insured endorsements that contain the following provisions:

1. The insured scheduled includes the State of California, The Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents as additional insureds.
2. This insurance shall be primary as respects the insured shown above, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it.
3. The insurance afforded by this policy shall not be canceled except after thirty (30) days prior written notice by certified mail return receipt requested has been given to the Campus.
4. All rights of subrogation under the insurance policies have been waived against the University.

ADDITIONAL REQUIREMENTS FOR USE OF POOL AREAS:

Host using the pool areas must provide a lifeguard for every fifty (50) people whether the pool itself will be used. The Host must provide the name(s) and evidence of certification for lifeguard(s). Lifeguard(s) must be certified to the level of American Red Cross Lifeguard Training or YMCA or equivalent.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto.

Host/Organization _____	University _____
Signature _____	Signature _____
Name: _____	Name _____
Title: _____	Title: _____
Date: _____	Date: _____

Approval Use Only	
Approved for Use: Yes	No Approval Date: _____ Dated Flyers Posted: _____
If approval denied, comments: _____	
Cost Breakdown: Space: _____	Parking: _____
Payment: Date: _____	Method: Ck. No. _____ Invoice date: _____ Other: _____
Comments after use: _____	
Staff Signature: _____	Date: _____