

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
UNIVERSITY STUDENT UNION, INC.**

**SUBLEASE VERIFICATION PROCEDURE**

**SUBJECT:** All USU Subleases must be signed, dated, and contain the appropriate language pertaining to indemnification, insurance, and renewal.

**REFERENCE:** **CSU Model Auxiliary Organization Sublease**  
<http://www.calstate.edu/CSP/crl/models/CRL031.pdf>

**CSU Executive Order No. 849**  
<http://www.calstate.edu/EO/EO-849.pdf>

**ATTACHMENT:** **Commercial Leased Sublease Log**

**PROCEDURE:** The Commercial Services Manager will verify that all USU Subleases are signed and dated and contain the appropriate language pertaining to indemnification, insurance, and renewal as follows:

1. Commercial Services Manager to verify that all Subleases contain language clearly defining the term and renewal options, if any.
2. Commercial Services Manager will use the “Commercial Leased Sublease Log” quarterly to monitor all Subleases and corresponding term and insurance expiration dates.
3. Commercial Services Manager will ensure that any renewal of Subleases is fully executed prior to the current term expiration date.
4. When preparing new or renewal Subleases for execution, Commercial Services Manager will verify that they contain the following indemnification language:

“This agreement is made upon the express condition that Auxiliary, the State of California, the Trustees of the California State University, California State University, Northridge and their officers, employees, volunteers and agents are indemnified from any liability and claims for damages by reason of any injury to any person or persons, including Sublessee, or property of any kind whatsoever and to whomsoever belonging including Sublessee, from any cause or causes whatsoever in any way arising out of Sublessee’s business activity or use of the premises under this sublease or any extension hereof. Sublessee agrees to indemnify, defend and save harmless Auxiliary, the State of

California, the Trustees of the California State University, California State University, Northridge and the officers, employees, volunteers and agents of each of them from any and all liability, loss, damage, expense, costs of every nature, and causes of actions arising out of or in connection with the use by the Sublessee of said property.”

5. When preparing new or renewal Subleases for execution, Commercial Services Manager will verify that they contain the following insurance requirement language:

“Sublessee shall maintain all necessary Unemployment Insurance and Worker’s Compensation Insurance, as required by reason of employment of personnel.

Any insurance policy related to Sublessee’s activities on the Premises shall be placed with insurers with a current AM Best rating of A-VII or equivalent, unless otherwise agreed upon to by Auxiliary.

Sublessee shall maintain in force during the term of this Sublease, General Liability Insurance of no less than one million dollars (\$1,000,000.00) to include, but not be limited to, bodily injury, property damage, and an umbrella clause. This policy or policies of liability insurance shall contain the following special endorsement:

“The University Student Union, Inc., California State University, Northridge; California State University, Northridge; the Trustees of the California State University; the State of California; and each of their officers, agents, volunteers and employees are hereby declared to be additional insured under the terms of this policy as to the activities of the Sublessee.”

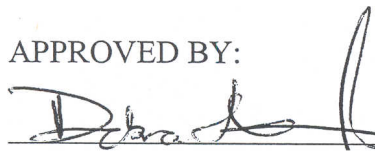
This insurance policy shall not be canceled without thirty (30) days prior written notice to Auxiliary.

No cancellation provision in any insurance policy shall be construed in derogation of the continuous duty of Sublessee to furnish insurance during the term of this Sublease. A complete and signed certificate of insurance shall be submitted to Auxiliary concurrently with the execution of this Sublease. At least thirty (30) days prior to the expiration of any such policy, a signed certificate showing that such insurance coverage has been renewed or extended shall be filed with the Auxiliary.

Sublessee shall provide a copy of its policy of comprehensive general liability insurance and' additional insured signed endorsement to the Auxiliary."

6. When preparing new or renewal Subleases for execution, Commercial Services Manager will arrange for them to be signed and dated in the following order by authorized representatives:
  - a. Sublessee - President/Owner/Director/etc.
  - b. USU - Executive Director
  - c. CSUN - Campus President or Designee

APPROVED BY:



DATE:

Debra L. Hammond, Executive Director  
University Student Union, Inc.

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COPIES: USU Commercial Services Manager  
USU Associate Director, Finance and Business Services  
USU Management Team