The below policies are in effect for all Humboldt Bay Aquatic Center facility rentals as of July 1, 2019.

**POLICIES:**

**Facility Rental Requests:** Reservation requests must be submitted a minimum of one week prior to the rental date. Any requests submitted within one week of the requested date will be charged a $25 administration fee.

**Facility Use Policy:** Reservations may be requested during the hours of 7am – 12am, Monday – Sunday. Normal office hours are 10am – 4pm, Monday – Friday. 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, etc. and decorations such as confetti, foliage, tinsel, etc. are not permitted. Clients may not post or hang anything on HBAC walls without staff approval. After approval, clients are required to both supply and use only blue painter’s tape to post signage, decorations, etc.

**Insurance:** All renters without affiliation with Humboldt State University are required to provide comprehensive or commercial liability insurance coverage with minimum limits of $1,000,000 each occurrence, and $2,000,000 general aggregate. A valid certificate of Public Liability and Property Insurance must be provided prior to the date of the event, and shall name Humboldt State University Center, the State of California, the Trustees of California State University, and Humboldt State University, their officers, agents, and employees, as additionally insured. The Humboldt State University Center reserves the right to modify insurance limits based upon the scope of the required event in the HBAC.

**Minimum Rental:** Rooms are subject to minimum rental hours as listed on the rental fee schedule. Rentals times are limited to half hour minimum increments after the minimum rental period has been met.

**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 requests must be submitted in written form. Cancellations within 48 hours of the event will result in a full charge of the rental fee. Cancellations received after contract is signed will result in a 50% cancellation fee of the rental amount.

**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 $15.00 per hour for any event occurring outside of normal business hours: 10 am – 4 pm, Monday – Sunday. *Exception: All Room 110 rentals are subject to hosting fees for rental time outside of normal business hours.*

**Food & Beverage Fee:** This pertains to the cost of additional clean-up for events that will be serving food and beverages.

**Kitchen Access:** If renting Common 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:**

**Copy/Print/Fax Service:** This service may be requested for $1.00 plus $0.10 per page and will be added to the rental invoice.

**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. Requests for furniture arrangements to be changed during a scheduled event may be added to the contract with an associated additional hosting fee.