

Campus Learning Assistance Services (CLAS) Embarcadero Hall Facilities Use Permit Terms and Conditions

CLAS reserves the right to solely offer its facilities to UCSB affiliated groups which promote the mission of the University. Please refer to page two for the UCSB Facility Use Permit agreement.

NAME OF ORGANIZATION: _____

DEPARTMENT NAME: _____

NAME OF CONTACT PERSON: _____ PHONE: _____

DEPARTMENT ACCOUNT NUMBER FOR RECHARGE: _____

EMAIL ADDRESS: _____

DESCRIPTION OF EVENT: _____ # ATTENDANCE: _____

DATES: _____ to _____, TIME NEEDED: _____

REQUESTING EMBARCADERO HALL ROOMS: #1108 #1109

KEYS ISSUED: YES NO KEY NUMBERS: EXT # _____, INT# _____

KEYS ISSUED TO: _____ PHONE: _____ RETURN DATE: _____

TYPE OF ROOM ELECTRONIC EQUIPMENT TO BE USED: _____

TYPE OF EQUIPMENT BROUGHT IN TO BE USED: _____

COMMENTS: _____

The permitted agrees to observe and abide by the General Terms, Conditions, and Restrictions listed on Page 2 of this form. The use of facilities must be consistent with all applicable University policies. Users further agree to indemnify, defend and hold harmless the University and its employees against and from all claims, liability, cost or expense arising out of or caused by organization's use of University facilities.

- 1) Organizations are responsible for damage, or loss to University facilities / CLAS equipment, furniture, etc. occasioned by the organization's use.
- 2) Room design and furniture arrangement must be returned to the original placement after use.
- 3) If keys are lost or not returned, the requesting Department will be billed the cost for re-keying the facility.
- 4) **Keys are NOT to be transferred to another person** – CLAS issued keys are to remain in possession of the person signing this usage agreement form.

I hereby agree to the Terms and Conditions stated above, and on the attached Page 2 of the UCSB Facility Use Agreement.

Print Name

APPROVED

DATE

X _____

APPLICANT'S SIGNATURE DATE

NOT APPROVED

DATE

University of California Santa Barbara Facility Use Permit

1. Permittee shall cause no disruption or hazard to normal operations, facilities or personnel at the university.
2. Permittee shall not in any way deface or mar University property, and shall leave the facility in as "as found" condition, excluding normal wear and tear and Acts of God, and to reimburse the university for actual costs associated with the restoration or repair of the facility due to or caused by the permittee's use under this agreement.
3. Permitted shall comply with all directives of University authorities.
4. Permittee and its participants shall park only in designated parking spaces according to university parking policy and guidelines.
5. Permitted shall not use the University's name and/or symbols in a way that would imply University sponsorship or endorsement, or in any other way except to identify the location of the classroom or venue.
6. Permitted shall defend, indemnify and hold harmless University, its officers, agents and employees from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury arising out of or in any way connected with this facility use permit including, without limitation, claims for loss or damage to any property, or for death or injury to any person or persons.
7. In the event that the University determines the use of its facilities under this permit would interfere with the University's educational mission, the agreement will be revoked.