

UCSC USE PERMIT APPLICATION
FOR USE OF UCSC FACILITIES BY OUTSIDE ORGANIZATIONS/GROUPS

Name of Outside Organization/Group: _____

Name of Outside Organization/Group Contact: _____

Outside Organization/Group Contact Phone Number: _____

Address: _____

Name of Activity/Event: _____

Date(s) of Activity: _____

Sponsoring UCSC Dept.: PB Sci.

Sponsoring Dept. Contact Name: Facility Rentals

Phone: 831-459-1578

UCSC Facilities or Campus Area to be used: Seymour Center

Description of Intended Activities: _____

Is alcohol being served at your event? Yes (If yes, please answer questions attached on page 3) No

INDEMNIFICATION AND HOLD HARMLESS

For and in consideration of the granting of permission by the Regents of the University of California, herein referred to as UCSC or University, to the above named outside organization or group, hereinafter referred to as ORGANIZATION, to allow ORGANIZATION to enter onto UCSC property and/or use the above referenced UCSC facilities for the purpose stated above on the above stated date(s), ORGANIZATION does hereby agree to defend, release, indemnify and hold harmless UCSC, its officers, agents, and employees from and against any and all claims, demands, judgments damages, expenses (including reasonable attorneys' fees and court costs) and awards whatsoever which may result from the use of UCSC facilities, the above captioned activity/event, except for such claims, demands, judgments, and awards as may result from the sole negligence of UCSC, its officers, agents and/or employees.

INSURANCE

In connection with the use of the above referenced UCSC facilities by ORGANIZATION, ORGANIZATION hereby agrees to comply with the insurance requirements contained in the attached "University of California, Santa Cruz Insurance Requirements for Use of Campus Facilities by Outside Organizations and Groups," and incorporated herein as if fully set out, including, but not limited to, the requirements to provide UCSC with a certificate of insurance evidencing the \$1,000,000 each occurrence/\$2,000,000 aggregate minimal coverage limits for bodily injury and property damage for general liability and naming the Regents of the University of California, its officers, agents, and employees as additional insureds.

ACCEPTED BY: ORGANIZATION/GROUP

By: _____
(Authorized Signature), Title

Date: _____

UCSC:

By: _____
(Sponsoring Dept. Signature), Title

Date: _____

*Allow 10 working days if Insurance needed through UCSC

UNIVERSITY OF CALIFORNIA, SANTA CRUZ (UCSC)

INSURANCE REQUIREMENTS FOR USE OF CAMPUS FACILITIES BY OUTSIDE ORGANIZATIONS AND GROUPS

Per University policy, outside organizations and groups using any UCSC facilities are required to maintain throughout the period of such use and at the sole cost and expense of such organization(s) or group(s), a policy or policies of general liability insurance protecting both the outside organization(s) or group(s) and the Regents of the University of California (Regents) from any and all claims, demands, judgments, awards and lawsuits arising out of use of UCSC facilities. The limits of liability of such policy or policies of general liability insurance shall not be less than those specified below. The insurance limits specified below do not limit the liability of the organization or group in any manner, and such limits are subject to modification by the campus Risk Manager as may be required by risks associated with the intended use of campus facilities. *No less than ten (10) business days prior to an outside Organization's or group's first use of UCSC facilities*, the organization or group is required to provide UCSC with a **certificate or certificates of insurance** evidencing the following insurance coverages, with the minimal limits specified below, in full force and effect:

- (1) Name the **Regents of the University of California, its officers, agents, and employees** as Additionally Insured under the policy for all liability arising out of the outside organization's or group's use of UCSC facilities,
- (2) Provide for thirty (30) days prior written notice of cancellation,
- (3) Provide that the Organization's insurance shall be primary and non-contributing with any other valid and collectible insurance or self insurance available to the Regents of the University of California, and
- (4) Provide that the inclusion of more than one insured under the policy shall not operate to impair the rights of one insured against another insured, and that the coverages afforded by the insurance, except for the limits of such insurance, shall apply as though separate policies had been issued to each insured.

All certificates of insurance should be sent to the Real Estate Office (REO) University of California Santa Cruz, 1156 High Street, Santa Cruz, CA 95064 and a copy to the UCSC Sponsoring Department and **MUST REFERENCE** (1) the event or type of use of campus facilities, (2) the date(s) of such use or event, (3) the UCSC Department/Unit sponsoring the event or approving the use, (4) the name and phone number of the group or organization's UCSC Department/Unit contact and (5) the name and phone number of the organization or group contact. Any insurance written on a claims made policy form shall provide for not less than three (3) years continuation of coverage following the end of the event or the period of use of UCSC facilities by the organization or group, and shall have a retroactive date of placement prior to or coinciding with the first day of such Outside Organization's or Group's use of UCSC facilities. In addition, if employees of the Outside Organization or Group will be on UCSC premises, the Outside Organization or Group is required to provide evidence of workers' compensation coverage in accordance with the Labor Code of the State of California. If the Outside Organization or Group will be operating commercial motor vehicles on UCSC premises the Organization or Group must also provide evidence of Business Auto Liability insurance with limits not less than those specified below.

INSURANCE COVERAGE & LIMIT REQUIREMENTS:

General Liability - Comprehensive or Commercial For Minimal Limits

General Liability – each occurrence	\$1,000,000
Damage to Rented Premises – each occurrence	\$300,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
For events where alcohol , including beer and wine, is being served: Host Liquor Liability (if alcohol is served by the event holder who is not in the business of providing alcohol) AND Liquor Legal Liability \$1,000,000 (to be presented by the caterer for catered events that involve serve of alcohol)	\$1,000,000

Workers' Compensation

Statutory

Auto Liability – Comprehensive Form

\$1,000,000

Combined single limit each occurrence for bodily injury and property damage covering all owned, non-owned and hired vehicles.

For further information or clarification, please contact UCSC Risk Services: jyeager@ucsc.edu

UNIVERSITY OF CALIFORNIA, SANTA CRUZ (UCSC)

Alcohol Questionnaire:

Is alcohol being served at your event? YES NO. If yes, please see questions below:

1. Times of service of alcohol (from _____ to _____)
2. Type or function of the event: _____; purpose of the event: _____; who will attend? (e.g. family members, organization members, etc.) _____; number of attendees: _____; number of attendees under 21: _____; **IF** any attendees are under 21, who are they? (students, faculty or staff, family and/or friends of students, faculty, or staff): _____.
3. Is the caterer purchasing the alcohol/serving? YES (ABC required) NO
4. If Event Applicant is providing the alcohol:
 - a. Will the caterer be charging the Event Applicant a corkage fee? YES (ABC required) NO
 - b. Will the caterer be serving the alcohol (cash bar), or charging to serve the alcohol? YES (ABC required) NO
5. Is Event Applicant charging attendees to attend this event? YES (ABC required) NO
6. Is Event Applicant selling tickets or tokens for any part of this event? YES (ABC required) NO
7. Is the event going to be advertised or open to the public? YES (IF YES, **NO ALCOHOL MAY BE SERVED**) NO

It is your responsibility to obtain the appropriate license from the State of California Department of Alcohol Beverage Control (ABC). Additional information about Alcohol Beverage Control licensing and permit requirements can be found at <http://www.abc.ca.gov/Forms/PDFSp.html>

ACCEPTED BY: ORGANIZATION/GROUP

By: _____
(Authorized Signature), Title

Date: _____

UCSC:

By: _____
(Sponsoring Dept. Signature), Title

Date: _____

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