



Boating Center Use Agreement

Prior to confirming you 25Live event reservation, this agreement must be completed and emailed to events@csuci.edu.

On-Site Event Attendant. A CSUCI staff member affiliated with the event must be present for the duration of any event held at the CIBC and is responsible for opening and closing the space, enforcing all campus policies and procedures, providing the event support needed and ensuring the adherence to all terms of this agreement. Please do not ask the Boating Center staff for event support assistance.

Technology. IT support is not available for events that occur at the boating center, and there are no laptops, projectors, cords, or AV equipment provided in the space. A white board and wi-fi are available for use. You will need to bring any electronic/AV equipment and white board markers and erasers needed for your event.

Custodial & Facility Services. Facility services at the CIBC are limited as this is a remote campus location. Custodial servicing is scheduled twice weekly only. You are responsible for removing all trash in the event space at the close of your event. It is the responsibility of the event contact to ensure any trash bags containing food or beverage items are removed at the close of the event. Trash may be taken to the dumpster adjacent to the building.

If you have any urgent issues during your event 7am – 4pm Monday - Friday, please call the Facilities Services Work Center at (805) 437-8461 for support. Outside of those hours, please contact Police Dispatch at (805) 437-8444. It is the responsibility of the event contact to notify Facility Services of any facility issues or damage to the furniture and/or resources observed or encountered during your event.

Catering. Catering may only be provided by a university affiliated vendor. You may seek approval from UAS if you wish to host catering from any other source.

Furniture. Any rearranged tables and chairs must be returned to the original layout prior to departure.

Access. The CIBC key can be checked-out from the Facilities Work Center located in Ironwood Hall. Key pick-up and return is generally scheduled within 24-hours of the event start and end. It is imperative the key is returned on time to ensure others who have reserved the CIBC are able to access it for their events.

For more information, please contact University Events: events@csuci.edu , (805) 437-3900.

Event and On-Site Event Attendant Contact Information

Name: _____ Cell Number: _____

Email: _____ Initial to Indicate Agreement: _____

Event Name: _____ 25Live Reference #: _____