

Boating Center Use Agreement

This agreement must be completed before confirming your 25Live event reservation and releasing the Boating Center (CIBC) key.

On-Site Event Attendant. Any event taking place at the CIBC necessitates the presence of a CSUCI staff member affiliated with the event for the entire duration. This staff member carries the responsibility of opening and closing the space, enforcing all campus policies and procedures, offering necessary event support, and ensuring adherence to all terms of the agreement.

Technology. Please note that IT support is unavailable for events at the boating center. Additionally, the space does not provide laptops, projectors, cords, or AV equipment. You may utilize the available Wi-Fi and whiteboard. We kindly request that you bring any electronic/AV equipment, as well as whiteboard markers and erasers that your event may require.

Custodial & Facility Services. Please note that facility services at the CIBC's remote campus location are limited. Custodial services are only scheduled twice a week, with a minimum charge of \$80. If facility services are required to come to the boating center, the charge may increase to \$200. It is your responsibility to remove all trash in the event space at the close of your event. The on-site event attendant must remove trash bags containing food or beverage items. The dumpster adjacent to the building can be used for trash disposal. In the event of any urgent issues during your event, you can contact the **Facilities Services Work Center** at (805) 437-8461 for support from 7 a.m. to 4 p.m., Monday to Friday. Outside of these hours, please get in touch with Police Dispatch at (805) 437-8444. You must 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 unless UAS grants an exemption.

Furniture. Before leaving, please return all rearranged chairs and tables to their original positions as set up by the on-site event attendant.

Access. Once we receive the completed form, you can pick up the Boating Center key from the Work Center office at Ironwood Hall. The Work Center is open Monday through Friday from 7 a.m. to 4 p.m. You are responsible for picking up the key and returning it to the Work Center. If you need to contact the Work Center, their number is (805) 437-8461.

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

On-Site Event Attendant Contact Information

Name: _____ Cell Number: _____

Email: _____ Event Date: _____

Event Name: _____ 25Live Reference #: _____