LEASE AGREEMENT FOR USE OF CAMPUS FACILITIES
BY OFF-CAMPUS GROUP(S)

This lease made and entered into pursuant to Education Code Section 89046 by and between the Trustees of the California State University and Colleges, hereinafter called the "TRUSTEES" through the President of California State University, East Bay, hereinafter called the "UNIVERSITY," and the undersigned lessee, hereinafter called the "LESSEE,"

WITNESSETH:

WHEREAS the President of the UNIVERSITY finds that the property of the UNIVERSITY hereinafter described on the attached Reservation Report not needed for University purposes at the time or times covered by this lease and said use will not interfere with the requirements of the UNIVERSITY.

NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

SPECIAL PROVISIONS

1. Charges: LESSEE agrees to pay in advance all costs incurred by the University to provide personnel needed for the event. Such personnel may include University police officers, technicians, custodians, grounds, maintenance, electricians, and others, as identified on the attached Reservation Report. Additionally, if, after the estimate is prepared and approved, additional information or events dictate the need for extra security or extra services, LESSEE agrees to pay such charges. Additional payment provisions apply to the rental of University Union (UU) locations and are stated on Page 2 of this agreement.

2. Changes to facilities: LESSEE may not make alterations or place or attach any fixtures, signs, or equipment in, about, or upon UNIVERSITY property except those described in the attached Reservation Report. LESSEE shall remove any changes approved, and property shall be restored to the condition existing prior to entering the agreement. University owned furniture or apparatus must not be removed or displaced by LESSEE without permission of the UNIVERSITY.

3. a. Damage to University Property: LESSEE will not do, or permit to be done, any injury or damage to any part of UNIVERSITY property or buildings, including without limitation the Campus and the Licensed Premises, and further, LESSEE agrees to reimburse UNIVERSITY for the cost of repairing any area that is in any way injured, marred or defaced. It is further agreed that no decorative or other materials shall be nailed, tacked, screwed, taped or otherwise physically attached to any part of the building or to any of the furnishings without the consent of UNIVERSITY. LESSEE also agrees not to make any alterations of any kind to said building or equipment contained therein. LESSEE will post any signs, cards or posters only upon such display areas as UNIVERSITY may designate. All materials are subject to approval by UNIVERSITY.

b. Campus Environmental Considerations: Lessee shall conduct activities on University property in a manner which is consistent with all applicable, state, and local environmental laws and regulations. No burning, dumping or disposal of trash on University property will be permitted. All on-site activities shall include measures to prevent the introduction of hazardous and non-hazardous material into stormwater drains or conveyances that transport stormwater off-site to streams and the Bay. Failure to maintain adequate measures to ensure protection of stormwater or its conveyances may result in an assessment of clean-up costs.

4. Lost, Stolen or Damage to Personal Property: LESSEE takes full responsibility for their personal property. UNIVERSITY is not liable for any or all loss, stolen or damaged property belonging to LESSEE.

5. Indemnification: LESSEE agrees to indemnify and save harmless the Trustees, their officers, agents, and employees from any and all loss, damage, or liability that may be suffered or incurred by the Trustees, their officers, agents, and employees caused by, arising out of, or in any way connected with the use by the LESSEE of said property.

6. Assignment: It is understood by LESSEE that this lease is not assignable by LESSEE, either in whole or in part, nor shall LESSEE sublet any part of the said property.

7. Insurance: LESSEE shall secure public liability, automotive, property damage and Worker’s Comprehensive insurance for the period of this lease which names the State of California, Trustees of the California State University, California State University, East Bay and their officers, agents, employees and servants as additional insured and shall provide proof of coverage prior to event. The insurance shall provide that the University is not responsible for payment of premiums and that the insurer will not cancel coverage’s without fifteen (15) days prior notification to the University.

8. Possessory Interest Tax: The Alameda County Assessor may value the possessory interest created by this agreement, or any sub-agreements. Under California Revenue and Taxation Code Section 107, a property interest tax may be levied on that possessory interest. The user is obligated to pay this property tax, and failure to do so may be considered a material breach of the agreement.

9. Minors must be accompanied by a parent or guardian.
10. CSU East Bay, their employees, officers, directors, volunteers and agents (collectively “University”) is not responsible from any and all claims, including claims of the University’s negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss, any event participants may suffer because of their participation in this Activity, including travel to, from and during the Activity.

11. The University Police Department may conduct a security assessment of the proposed event.

**SECURITY ASSESSMENT GUIDELINES**

In anticipation of the number and type of security personnel required to provide a safe environment at any CSUEB event, the following items (but not limited to) will be considered:

- Number of persons anticipated to attend the event
- Will alcohol be distributed in any way (sold, provided, allowed)
- Will money be collected at the event
- Will the event be open or closed to the general public
- Time/duration of the event (daytime, evening, holiday)
- Location of the event (indoors, outside, Hayward or Concord campus)
- Intended age group of attendees (adults, minors, children)
- Will campus parking be accessed for the event

**PAYMENT PROVISIONS SPECIFIC TO UNIVERSITY UNION (UU) LOCATIONS**

1. Events Scheduled one year or more in advance:
   Payment #1: A thirty-five percent (35%) deposit based on the total reservation balance is required and must be paid ninety (90) days prior to event date.
   Payment #2: The remaining balance is due and payable forty-five (45) days prior to the event date.

2. Events scheduled less than one (1) year or more than one (1) month from the event date:
   Total balance is due and payable one (1) month from the date the reservation request was submitted.

3. Events scheduled less than one (1) month from the event date:
   Total balance is due and payable fourteen (14) days from the date the reservation request was submitted.

4. Events scheduled less than fourteen days (14) days from the event date:
   Total balance is due and payable three (3) days from the date the reservation request was submitted.

**CANCELLATION POLICY**

A refund (less any actual costs that have already been incurred by the University) will be made to those who cancel their facilities rental agreement with the University within five (5) working days prior to the scheduled event.

**FOR ALL EVENTS - LESS THAN FIVE (5) WORKING DAYS NOTICE: NO REFUND**

The University reserves the right to change the requested location for an event when that location is deemed necessary for an official University event. The University will take actions to accommodate the event in another comparable location, or on another date, if possible. If the University exercises this right and the Lessee and the University are unable to agree on a comparable location or alternative date, then an event can be cancelled with full refund available.
I certify that I am authorized to act as an agent of LESSEE for purposes of this agreement. I have reviewed the Reservation Report and approve the event information and charges indicated. I agree to abide by the policies of California State University, East Bay and all University and State laws, regulations and procedures which the University, in its discretion, deems to be applicable.

IN WITNESS WHEREOF, the parties hereto as of the date thereof have executed this agreement:

TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY
CALIFORNIA STATE UNIVERSITY, EAST BAY

LESSEE:

Lessee's Address:

By: ____________________________
Title: __________________________
Date: __________________________
Signature: ______________________
Print Name: ____________________
Date: __________________________

UNIVERSITY USE ONLY

Confirmation Approval: ____________________________
Date: ____________________________

This reservation will be tentative until signed confirmation has been returned and full payment received.