

PERMIT APPLICATION
USE OF UNIVERSITY FACILITIES
BY NON-UNIVERSITY CLIENTS

I. Application

Applicant must complete and return this form, with a \$35 non-refundable application fee, to the UCSB Purchasing Office, 3203 SAASB, Santa Barbara, CA 93106-1150. Checks must be made payable to "The Regents of the University of California". If you have questions or need more information, please read the Facilities Use web site at <http://www.purchasing.ucsb.edu/purchasing.htm> or call 805-893-4073.

1. _____
Name of Requesting Organization or Individual

2. _____
Address

3. _____
Tax ID number if organization; Social Security Number or California Driver's License number if individual (for BARC acct.)

4. _____ Phone () _____
Name of Contact Person Email Address

5. _____
Type and Description of Event

6. _____ Time: _____
Date(s) From To

7. Anticipated Attendance: _____

8. Facilities Needed: _____

9. Services or Special Needs: _____

II. Permit Terms

You will be billed for all direct charges after the event occurs. Charges include non-refundable reservation fees (fees of \$12.46 per requested reservation date are charged during the academic year and \$25 per reservation date during the summer), facility/room usage fee(s), as well as parking, police, furniture services, and equipment rental will be charged as appropriate. All publicity pertaining to the above-described event may not be released until final approval by UCSB. The permittee agrees to observe and abide by General Terms, Conditions, and Restrictions listed on the 2nd page of this form. The use of facilities must be consistent with all applicable University policies. Organizations are responsible for damage to University facilities occasioned by the organization's use. 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. The organization may be required to show evidence of liability insurance in an amount determined by the Business Services Office.

Applicant's Signature Date

II. Approval

For the Permit to be approved, this form must be signed by the Accounting Services Contracts Unit.

Accounting Services & Controls Date BARC ARID Account#

**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 an "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. Permittee 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. Permittee 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. Permittee 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 the University determines the use of its facilities under this permit would interfere with the University's educational mission, the University may offer an alternative site or date, or cancel this permit. If such alternate site or date is not acceptable, or if the University cancels this permit, the University shall have no other obligation or liability.