

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ARCATA
AND
THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, ON BEHALF OF
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, HUMBOLDT
FOR
USE OF CITY PREMISES**

This Memorandum of Understanding (MOU) made on May 22, 2024, between the City of Arcata, referred to herein as "City", and the Trustees of the California State University, on behalf of California State Polytechnic University, Humboldt referred to herein as "University".

SCOPE AND CONDITIONS: University may use City facilities as requested by the University and City during the period July 1, 2024, through June 30, 2025. All usage of City facilities covered by this MOU will be confirmed in writing and shall include the name of the University organization, club or department requesting use of the facility, purpose of use and date and time requested, at which time the University will be fully responsible for all activities of its participants on and adjacent to the premises used.

INDEMNITY: University shall indemnify and hold harmless the City, its officers, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees in so far as it may legally do so arising out of the use of City facilities described herein, caused in whole or in part by any negligent act or omission of the University, except where caused by the active negligence, sole negligence, or willful misconduct of the City.

The University participates in a self-insurance pooling program. The University will obtain Certificates of Coverage and endorsements with the City as an additional covered party. Coverage provided shall be at least to the limits of \$2,000,000.00. A Certificate of Insurance will be sent under separate cover from Alliant Insurance Services, the University's risk pool administrator, naming the City as additional insured.

Exhibit A attached: sample letter request for use of City facilities by the University, which will be provided by the Office of Risk Management and Safety Services prior to use.

CITY OF ARCATA

THE TRUSTEES OF CALIFORNIA STATE
UNIVERSITY, ON BEHALF OF CALIFORNIA
STATE POLYTECHNIC UNIVERSITY,
HUMBOLDT



Karen Diemer
City Manager

Pyper Darling
Procurement Specialist
Contracts & Procurement



Department of Contracts & Procurement

[Date]

Karen Diemer
City of Arcata
736 F Street
Arcata, CA 95521

SUBJECT: Use of Facilities

This letter is written to request the use of (city facility and address), by Cal Poly Humboldt (club, department, organization) for (purpose) on (date) from (time). Please verify approval by signing below and returning a copy of this letter to me.

This use is in accordance with the terms and conditions of our Use of City Premises Agreement issued July 1, 2024. If you have any questions, please do not hesitate to contact me.



1 Harpst St., Arcata, CA 95521-8299 • Student and Business Services Room #311 • 707-826-3312 • procurement.humboldt.edu

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