

Cowell Ranch Hay Barn at UC Santa Cruz Facility Rental and Use Procedures

GOAL: To support UC Santa Cruz, its affiliates and the surrounding community where learning, meeting and socializing happens through classes, conferences, and events.

These procedures apply to all events held at the Cowell Ranch Hay Barn at UC Santa Cruz (hereinafter called 'Hay Barn')

Thank you for your interest in renting the historic Hay Barn, operated by UCSC's Center for Agroecology and Sustainable Food Systems (CASFS).

We provide space rental for:

- Meetings, Workshops, Seminars – specializing in groups of up to 10 in our small conference room and up to 275 in the main hall¹
- Lectures, Presentations, Films – accommodating up to 275 in our main hall
- Special Occasions – non-seated cocktail parties, receptions, and celebrations for up to 275 in our main hall
- Banquets and other seated events – 200 seated at tables in main hall, 25 in alcove
- Adjacent outdoor space is also available

Our facilities are rustic and spacious, and serve as the gateway to the university, and the CASFS Farm and Gardens. We encourage you to review the fee schedule and these rental guidelines before visiting the Hay Barn or booking the space. Clients interested in viewing the Hay Barn are required to schedule an appointment to ensure someone can accommodate your visit. Appointments are available on a first-come, first-served basis, and scheduled for up to 1 hour. Arrangements must be made ahead of time.

¹This number is dependent upon the space configuration for your event, which should allow for tables/chairs and walking space in accordance with fire safety requirements.

Hay Barn Space Configuration

Main Hall	Small Conference Room
Presentations/Lectures: Chairs only - Up to 275 people	Meetings: N/A
Special Events - Tables w/ Chairs: Up to 225 seated at tables	Tables w/ Chairs: Up to 10

Booking and Confirmation

Go to casfs.ucsc.edu/about/hay-barn-rental for information on renting the Hay Barn. A [Cowell Ranch Hay Barn Reservation Request Form](#) must be submitted, and a CASFS staff member must contact you to confirm your date is available before events are scheduled. Rentals are confirmed on a first-come, first-serve basis. Full rental fees are due 60 days prior to the event date.² Rentals are finalized once we have received your deposit and a signed copy of these policies.

All applicants and event holders must be 18 years of age or older (21 if alcohol is served).

²For campus units, submission of a signed agreement and FOAPAL are required.

Insurance, Permits and Certification

The person or entity contracting for the event (hereafter 'event holder') must secure a UCSC Facilities Use Permit and Event Holder Insurance prior to the event. All certificates of insurance must be evaluated and approved by UCSC Risk Services. It is recommended that the event holder apply for various permits, certification and/or insurance at least six weeks prior to your event date. The person or entity contracting for the event must also be the person or entity named on the Certificate of Insurance as the Insured. Events will be cancelled if all documentation has not been obtained and provided to the CASFS staff four weeks prior to the event.

General - Minimum Insurance Requirements for Contractors/External User typically apply. More information and assistance is located at

<http://risk.ucsc.edu/insurance/uc-insurance-requirements-events.html>.

Alcohol – All clients must note if alcohol is to be served at the time of application, regardless if client is UC, or non-UC. Failure to accurately indicate that alcohol will be served will result in forfeiture of the security deposit and inability to rent the Hay Barn in the future, in addition to any actions taken by local or campus police.

It is the responsibility of all UCSC campus event holders to ensure compliance with the Campus Alcoholic Beverage Policy for UCSC Sponsored Events (Policy #EVC001), located at

<http://policy.ucsc.edu/policies/purchasing-and-material-management/evc001.html>.

It is the responsibility of the event holder to fill out the Event with Alcohol Permit request form that the CASFS staff will provide you. Depending upon the type of event, the event holder or the event holder's caterer may be required to obtain a State of California Alcohol Permit.

Note: The person contracting for the event must be the same as the person named on the alcohol permit and is liable for the event and must be present at the event throughout the entire use period.

The client shall not assign or sublease any portion of the Hay Barn.

Catering and Other Vendors

All vendors of the event holder (e.g. caterers, bartenders, musicians, florists, etc.) that will be coming onto university property and providing a good or service to the event holder before, during, or after the event or activity must also meet the University's insurance requirements as stated above. In addition, the event holder must also be named as an additional insured in addition to the Regents of the University of California. The event holder is responsible for ensuring that all certificates of insurance are submitted

Caterers must have appropriate health and safety certification, provided by [UCSC Environmental Health and Safety](#). For campus clients, UC Santa Cruz procurement must review and authorize caterers before they can be used as an approved vendor. Event holders may choose to use a caterer from the UC-approved caterer list. For more information, go to [https://financial.ucsc.edu/Pages/Purchasing ApprovedSuppliers.aspx](https://financial.ucsc.edu/Pages/Purchasing%20ApprovedSuppliers.aspx).

In addition, **University Catering** provides full service, including coordination, set up, meal and refreshment service, breakdown, and clean up. Check the University Catering website at catering.ucsc.edu for more details.

The event holder or the event holder's caterer is also responsible for all food preparation, supplies, and any other materials used for the event, all clean up during and after the event, and breakdown immediately following the event. All supplies and equipment must be removed from the premises immediately following the event. CASFS is not responsible for loss of or damage to supplies, equipment, or other property, which is under the care and control of the event holder or caterer.

The Hay Barn does not have an area for storage of personal belongings or rental equipment. Rental deliveries and pick-ups must be scheduled and coordinated with the Hay Barn staff in advance.

Fees and Payments

Our stated fees include 4 hours of event and clean up time, plus 1.5 hours of set-up time. Additional hours booked will be billed at the hourly rate (1/4 of the 4-hour fee). Any hours used over booked hours will be billed at 1.5 times the hourly rate.

Rental fees do not include insurance, food or beverage service, facility set-up, equipment rental (including AV equipment), decorations, transportation, signage, security, or entertainment.

Deposits and Payment can be made by cash or check. For UCSC event holders, payment must be made by FOAPAL. Full payment is required for booking the main hall and is required at least 60 days prior to the event date. Checks must be made out to UC Regents, and received by the specified date for your event. It is up to the event holder to communicate with CASFS if event plans have changed. If full payment is not received by the deadline, CASFS may consider the event cancelled and rent the space to another entity.

Damage to the Hay Barn, landscaping surrounding the Hay Barn, equipment, or furniture will result in charges equal to the replacement costs.

Please note that fees reflect Hay Barn operating costs. As a gift building, UCSC's central administration does not cover the cost of the Hay Barn's basic maintenance, utilities, and custodial services. As CASFS and the Social Sciences Division cover these costs, we need to charge for use of the Hay Barn.

Deposits

A non-refundable holding deposit of \$150³ is required to book the Hay Barn and will be applied to the overall event fees. Full facility rental fees must be received no later than 60 days prior to the event. Failure to remit payment may result in loss of reservation and forfeiture of fees paid to date.

³UCSC event holders must provide a signed agreement and FOAPAL.

For all non-UCSC event holders, we request a \$500 security deposit. If no damage is incurred, the security deposit will be returned to the event holder within 30 days.

Cancellation Policy

Cancellations occurring more than 60 days⁴ in advance of the event will be reimbursed the rental fees received to date. Both rental fees and the deposit are non-refundable if cancelled within 60 days of the event.

⁴UCSC campus event holders using a FOAPAL will not have charges reflected in their departmental expenses.

Staffing

The Hay Barn will have at least one CASFS representative available in person for the first 30 minutes of the set-up time for your event. This person will then be available by telephone for other questions that come up during the rental period (including set up, duration, and clean up of event).

Event holders must identify one point-person as the day-of-the-event contact. Event holders using University Catering can use them as their main contact for the event.

Wedding coordinators are required for weddings and will be the main contact for all wedding logistics, and must be present the day of the event.

Food and Beverage

The event holder assumes all responsibility for set-up, catering coordination, and final clean up.⁵ Event holders should plan to hire caterers that can provide food and beverages ready for service as there are no kitchen facilities on site. Caterers must have self-contained food service operations, with generators or minimal electrical needs.

For UCSC event holders, caterers and/or vendors must already be in the CruzBuy system, or be approved by CruzBuy before they can be used for your event. The CASFS representative will work with clients interested in using their own caterer/vendor to complete any paperwork required by the University. All paperwork must be completed and approved prior to conducting business at the university.

A UC-approved list of caterer/vendors can be found at:

https://financial.ucsc.edu/Pages/Purchasing_ApprovedSuppliers.aspx. If serving food to the general public, all caterers (including those that are UC approved) must complete a consultation with [UCSC Environmental Health and Safety](#).

For event holders interested in finding someone familiar with the university's event policies and procedures, you may want to inquire with University Catering about your event. Email catering@ucsc.edu to learn more.

The event holder assumes all responsibility for set up, catering coordination, liability associated with provision of food and alcohol, and final clean up.

⁵Food and beverages that stain, such as red wine or berry juice, may require an additional cleaning fee if spilled anywhere in the facility.

Grill Permits

Grilling is allowable only by permission of the UC Santa Cruz Fire Marshall. Notification of permit authorization must be presented to the Events Coordinator prior to your event. Please visit <http://emergency.ucsc.edu/fire-marshall/bbq-grilling> to learn what is required to obtain permission. It is recommended that the event holder contact the Fire Marshall well in advance of the event.

Decorations

Decorations must be approved at the time of application. The client is responsible for preparation and removal of such items. Decorations must be fire proof or flame retardant. All decor and signage must either be free standing, or be adhered to the walls using removable sticky putty adhesive. Nails, staples, tacks, or tape may not be used on walls, floors, windows, or ceilings.

Client will not post any signs, posters, or banners inside or outside the facility without prior CASFS approval.

No Styrofoam (Polystyrene) products. Plastic bottles are strongly discouraged.

Open flames (i.e., candles, votives, etc.) must be requested and approved in writing in advance.

Equipment

The Hay Barn has 14 tables (four: 30"x72"; ten: 24"x72") and 80 chairs available for use as part of the rental fee. Table linens and table settings (e.g., cups, glasses, silverware) are not available at the Hay Barn, and will be the responsibility of the event holder to provide for their event. Podiums, screens, sound systems, projectors, and other AV equipment is also the responsibility of the event holder. Users must provide or arrange for rental/delivery of items as needed.

People With Disabilities

We welcome people with disabilities to the Hay Barn. The Hay Barn has been designed to fully comply with accessibility requirements as of the reconstruction design phase in 2014. If the event holder or any guests have any additional specific access needs, please communicate those needs to the CASFS representative as soon as you know of them, so that we can make accommodations.

Parking

Parking at the Hay Barn is limited. We recommend using the Hay Barn's on-site parking for VIP and/or disabled parking. UCSC event holders should contact the university's [Transportation and Parking Services](#) to inquire about parking options in nearby parking lots and the possibility of shuttling guests to the event, should that be desired. For non-UCSC event holders, the CASFS representative will provide information on parking and shuttle options. There is no parking on

Payment Due Date _____ Received: _____

Client Signature _____ Print Name _____

CASFS Signature _____ Print Name _____

UC Santa Cruz Cowell Ranch Hay Barn Facility Use Requirements

1. The event holder is responsible for general clean-up of the space, which includes all trash and recyclable materials placed in the appropriate containers, wiping tables and chairs, and cleaning up any spillages from the floor before leaving. Please delegate a member of your party to lead clean-up responsibilities. The name of the event holder contact person is required at the time this rental agreement is signed before the event holder can occupy the Hay Barn. Cleaning equipment, extra garbage bags, etc. are kept in the storage room.
2. The food use area(s) are to be cleaned from any leftover food, cups, plates, smudges, etc. Please be sure to check that none of our equipment goes home with you. Be very cautious with red wine, berries, etc. that can stain flooring. If stains do not come out, the event holder will be charged to have the Hay Barn professionally cleaned.
3. No Styrofoam (Polystyrene) products. Plastic bottles are strongly discouraged.
4. Parking is limited. Carpooling is highly recommended!
5. No smoking or use of tobacco is allowed anywhere on the UCSC campus, including inside or outside of the Hay Barn.
6. Use the utmost care and caution around the premises. This includes no dumping of food scraps, oil, etc. anywhere except the garbage. Liquids must be put into the garbage or if suitable, poured into the sink; NOT outside. This includes ice and water. Keep trash, paper products, etc. inside.
7. The load-in area at the curb is to be left clear. DO NOT drive vehicles past the curb. Once the event holder or vendors have unloaded please move all vehicles to a designated parking space. (Fire Code)
8. The event holder must stay within the pre-arranged event time (scheduled to include set-up and clean up time) or will incur additional charges
9. Upon arrival and departure, please check in with the CASFS representative on duty.
10. Tables and chairs need to be returned to the storage closet or kitchen alcove as clearly indicated by signs and photos.
11. All music must be turned off by 10:00 PM in accordance with the City of Santa Cruz noise ordinance. Outside speakers are to be positioned towards the Hay Barn and not the neighboring areas. Please keep all music, especially outdoors, to a reasonable decibel level. We do not wish to adversely impact our adjacent neighbors. Please see the UCSC Major Events Policy for additional details on amplified sound:
http://police.ucsc.edu/services/major_events_policy.pdf.
12. Decorations must be in line with policies and approved four weeks before the event takes place.
13. The Hay Barn has two sets of sliding doors at either end of the building. These doors are on tracks that enable the doors to be opened and closed. There is also a doorstop that is used

when the door is closed. Training on opening and closing these doors is required before any event, and **only** the trained individual is authorized to operate these doors. Fees to repair cracks, or damage to the door(s), the tracks or the door stops will be charged to the client based on the campus costs for assessment, labor and materials.

14. Event holders must comply with all of these requirements.