

**LICENSE AGREEMENT FOR USE OF  
UNIVERSITY FACILITIES**

<b>AGREEMENT NUMBER</b>

This Facilities License Agreement (hereinafter referred to as "License") is made and entered into pursuant to Education Code Section 89046, by and between the Trustees, of the California State University, (hereinafter referred to as "Trustees"), through the President of California State University, Dominguez Hills, (hereinafter called the "University"), located at 1000 E. Victoria Street, Carson, California 90747, and \_\_\_\_\_, hereinafter called "Licensee", located at \_\_\_\_\_, collectively known as "Parties" or individually known as "Party".

**RECITALS**

**WHEREAS**, the Licensee desires to temporarily occupy and license certain University Facilities ("Facility or Facilities"),

**WHEREAS**, the President of the University finds that the University property, *hereinafter described in Exhibit A, Event Information and Fee Schedule*, is not anticipated to be needed for university purposes at the time or times covered by this License and that said use will not interfere with the operations, policies and procedures of the University.

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

**GENERAL TERMS**

- 1. LICENSE AND FACILITIES DESCRIPTION USE:** The University, hereby licenses and permits Licensee by way of this revocable and non-exclusive License the right to access and use the Facilities described in Exhibit A, Event Information and Fee Schedule, for the sole purpose of hosting an event or activity ("Event"), which is hereby incorporated and made part of this License. The Licensee agrees to accept the License and comply with the General Terms.
- 2. TERM:** The License shall be permitted to use and occupy the Facilities during the term indicated on Exhibit A. Time shall be of the essence of this License, and the time granted shall not be extended for the occupancy or use of the Facilities or for the installation or removal of equipment without the written permission of the University. If the Facilities are not vacated by Licensee at the time listed in Exhibit A, the University shall be and is hereby authorized to move from Facilities, at the expense of Licensee (including any storage costs), goods, wares, merchandise, or other property of any kind and description, which may be then occupying the Facilities. The University shall not be liable for any damage or loss to said goods, wares, merchandise, or other property which may be sustained, either by reasons of such removal or the place to which it may be removed, and the University is hereby expressly released from all claims for damages of whatever kind or nature.
- 3. CHARGES:** The Licensee agrees to pay all fees in advance, including 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 Exhibit A, Event Information and Fee Schedule. Additionally, if, after the estimate is prepared and approved, additional information or events dictate the need for extra security or extra services, the Licensee agrees to pay such charges when those costs are directly associated with the Event participants and guests of the Event. If the event ends in less time, the Licensee will pay University personnel charges for the entire time specified in the License. If the event continues beyond the time agreed, University personnel may work the extra time, schedule permitting, and Licensee will be charged for the additional work time.
- 4. DEPOSIT:** The University requires a deposit of up to 40% of the total Event cost to reserve the space. The deposit will be subtracted from the total License fee. The deposit must be made 30 days prior to the Event. Refer to Exhibit A for details.
- 5. UTILITIES:** The University agrees to furnish all necessary utilities for the licensed Facilities, including heat, water, and lighting when such services cannot be supplied for causes beyond the control of the University. The Licensee must specify if electrical equipment is needed, other than normal interior and exterior lighting (i.e. stadium, stage, spotlight, exterior power).
- 6. ALTERATIONS:** The Licensee may not make alterations or place or attach any fixtures, signs, or equipment in, about or upon the said property except those alterations, fixtures, signs, and equipment approved in writing by the University. Any fixtures, signs, and equipment provided by Licensee shall remain the property of the Licensee and shall be removed by the Licensee from said property prior to the termination of this License. The Licensee, if required by the University, shall upon the expiration of this License, or renewal thereof restore said property to the same condition as that existing at the time of entering upon the same under this License, reasonable wear and tear and damages by the elements or by circumstances over which the Licensee has no control excepted. 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 the University.

- 7. DAMAGE TO UNIVERSITY PROPERTY:** The Licensee will not do, or permit to be done, any injury or damage to any part of the University property or buildings, including without limitation the campus and the licensed Facility, and further, the Licensee agrees to reimburse the University for the cost of repairing or replacing any area that is in any way injured, marred or defaced by the Event organizers, participants or guests. The Licensee assumes all risk in the event of damage to the University Facility resulting from the Licensee's Event.
- 8. LOST, STOLEN, OR DAMAGE TO PERSONAL PROPERTY:** The Licensee assumes all risk in the event of loss by theft or otherwise, of any and all property associated with the Licensee's Event. Additionally, Licensee takes full responsibility for their personal property. The University is not liable for any or all loss, stolen, or damaged property belonging to the Licensee or guests.
- 9. FURNITURE REMOVAL:** University-owned furniture or apparatus may not be removed or displaced by the Licensee or any agent employee, or invitee of the Licensee without permission of the University. The Licensee shall cause any furniture or apparatus displaced to be replaced to the satisfaction of the University immediately after any event or occasion for which the property is used by the Licensee. The Licensee may incur additional charges for damage or removal of said items from university premises.
- 10. RIGHT OF ENTRY:** It is understood and agreed that the University and their agents shall have the right to enter the said property or any part thereof for the purpose of examination or supervision, or for the purpose of making repairs and alterations as necessary by the University by providing Licensee at least twenty-four (24) hour notice in advance and not interfere with Licensee's Event activities.
- 11. INDEMNIFICATION:** the Licensee agrees to hold harmless, defend, and indemnify the State of California, the Trustees of the California State University, California State University Dominguez Hills, and their officers, employees, representatives, volunteers, agents, and Auxiliaries, from any and all claims, damages, losses, causes of action and demands, and all costs and expenses incurred in connection therewith, resulting from or in any manner arising out of or in connection with any negligent act or omission or willful misconduct on the part of the Licensee, its officers, agents, employees, subcontractors, participants and guests, in the performance of this License, except as in connection with the negligence or willful misconduct of the University indemnitees.
- 12. INSURANCE:** Prior to using University Facilities, the Licensee shall provide the University with evidence of insurance with additional insured endorsements, from insurer(s) with a rating by A.M. Best of A:VII (or better). The University reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances. The Licensee shall procure and maintain for the duration of the License period insurance in accordance with the [Insurance Requirement for Use of Facilities](#).
- 13. ASSIGNMENT:** It is mutually understood and agreed that this License is not assignable by the Licensee either in whole or in part nor shall the Licensee sublet any part of the University Facilities.
- 14. TERMINATION:** This License may be terminated by either Party upon thirty (30) days' written notice to the other Party. The University may terminate this License for cause based upon the failure of the Licensee to comply with or any breaches of the terms and conditions of this License after being given 24-hour written notice to cure the defect. The University shall have the right to immediately terminate the License without recourse should materially false or materially misleading information be furnished to the University by Licensee, errors and omissions notwithstanding or should unforeseen circumstances arise which preclude the University from proceeding with this License. Such circumstances may include, but are not limited to, a condition, facility, equipment is life threatening, a directive from the State, the passage of any law which effectively prohibits the University from fulfilling its obligations pursuant to this License or other similar action beyond the control of the University. The University reserves the right to immediately terminate this License upon the occurrence of a disaster or other force majeure.
- 15. CANCELLATION:** If an event is canceled by the Licensee within five (5) working days prior to the Event, the University shall determine what costs, if any, have been expended in support of the Event up to the date of cancellation. If costs have been incurred, the University will deduct such costs from the amount of the License. If the cancellation is made less than five (5) working days of the Event, a refund will not be given except as a result of an event of force majeure.

The University reserves the right to change the requested location for the 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 Licensee and the University are unable to agree on a comparable location or alternative date, then an event can be canceled with a full refund.

- 16. POSSESSORY INTEREST:** The Los Angeles County Assessor may value the possessory interest created by this License, or any subleases. Under California Revenue and Taxation Code section 107, a property interest tax may be levied on that possessory interest. The Licensee is obligated to pay this property tax, and failure to do so may be considered a material breach of this License.
- 17. NOTICE:** All notices herein required to be given, or which may be given by either Party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States Mail, registered and postage prepaid, or electronic mail notification, and addressed as herein provided in the signature page of this Agreement.
- 18. MARKETING MATERIALS AND MEDIA COVERAGE:** Licensee shall provide all materials, publications, advertisements, and handouts for review and approval by the University prior to the Event (if applicable). This shall include a detailed description of any and all presentations, and experiments to be displayed, conducted or performed by the Licensee. The University reserves the right to cancel this license at any time if, at its own discretion, the University determines that the Licensee is in violation of university policy. All forms of media coverage must be pre-approved by the University.
- 19. USE OF UNIVERSITY NAME:** Without the prior written approval of the University, the Licensee shall not have any signage that contains the University name, or any abbreviation thereof, to imply, indicate or otherwise suggest that any product, service, or organization is connected or affiliated with, or is endorsed, favored, or supported by, University or any of its educational institutions. Additionally, Licensee shall not display, advertise, or announce any University name in connection with any economic or commercial advertising or promotional activity. Licensee agrees that it will not photograph or film or otherwise use, in any manner whatsoever, the name, logos, trademarks or symbols of the University or any of its departments, divisions, faculty, employees or students without first obtaining the written permission from the University.
- 20. EQUIPMENT:** The Licensee shall assume responsibility for all equipment, supplies, or other materials brought to the University by, or on behalf of the Licensee, in conjunction with the event authorized in this License. Storage of equipment, supplies, or other materials shall be permitted only as specified in this License. The University shall assume no liability for event-related equipment, supplies or other materials. The Licensee may not set up tents, booths, drive stakes or dig holes in the lawn without prior University approval. Use of barbecue equipment by spectators or participants before, during, or after the event is strictly prohibited. No open fires of any kind are allowed on university premises without prior approval. Within 10 days of the event, a final list of equipment (i.e. tables, chairs, stages, booths, lighting) must be submitted to the University. University assumes no liability for loss or damages to Licensees equipment left on university property.
- 21. OPEN SPACES:** The University lawns and fields are designed to provide open spaces for the University and University Community. In order to maintain these spaces and prevent excessive damage, [Event Standards and Regulations](#) have been adopted. These standards and regulations apply to North Lawn, Activities Field, and Sculpture Garden.
- 22. SUBCONTRACTORS:** Licensee shall provide a list of all subcontractors providing goods or services for the Licensee's Event, where applicable. This includes all companies and/or vendors that deliver equipment, supplies, or materials of any kind, including food items, to the University premises. This information must be submitted in writing to the University, at least 10 days prior to the Event which must be pre-approved by the University.
- 23. NOISE:** No amplified music, loud equipment, construction, or explosions of any kind may be used without written permission of the University. If permission is granted, volume must adhere to decibel levels established by the City of Carson. There will be no amplified music or loud equipment after 10:00 pm. Amplified sound may not exceed 80 decibels per the Time Place Manner Policy Addendum, <https://www.csudh.edu/tpm/>.
- 24. NO ALCOHOL, ILLEGAL DRUGS, SMOKING, GAMBLING:** The University is a smoke and tobacco-free environment, including all parking areas. All Alcohol, illegal drugs, smoke, tobacco, and gambling activities are strictly prohibited on university premises unless in compliance with the Possession and Consumption of Alcohol Policy. The Licensee shall ensure that all guests/attendees comply with the [Smoking Policy](#), the [Alcohol and Substance Abuse Policy](#), the [Gambling Policy](#), and if applicable, the [Possession and Consumption of Alcohol Policy](#).
- 25. USE OF UNIVERSITY POOL:** If the Licensee is utilizing the pool, the Licensee **must** hire or use a certified Lifeguard in accordance with Los Angeles County policies at all times and provide proof of certification to the University.
- 26. RESPONSIBILITY OF MINORS:** If the Licensee's Event includes participation or attendance of minors, the Licensee agrees to assume responsibility for the actions and activities of its minor participants during their presence on university

premises. In this respect, Licensee agrees as follows:

- a) Provide supervision of any minor attending or participating in its events for the entire duration of this License.
- b) Received prior written approval as well as emergency medical consent forms from legal guardians for all minors to participate in the activities facilitated by Licensee on University Facilities.
- c) Confirms that all individuals responsible for minors have undergone appropriate background screening (i.e. national criminal background check, national sex offender registry check, Megan’s law, etc.)
- d) Confirms that all individuals responsible for minors have received appropriate abuse prevention training, which includes, but is not limited to, the identification, prevention, and reporting of sexual abuse of minors.
- e) Has defined supervision procedures in place for monitoring program participants, including, but not limited to: a) Adult-to-minor ratios, and b) Management of risk, with a particular focus on higher-risk times and activities.
- f) Immediately report any known or suspected incident or allegation of sexual misconduct to the University, *refer to Section 27 for the Police Department phone number.*
- g) Minors in the care of their own legal guardians are not subject to these provisions.
- h) Will follow the adult-to-minor ratio set forth below:

Age	Ratio of Children to Adult (Day)	Ratio of Children to Adult (Overnight)
Under 5	6:1	5:1
6-8	8:1	6:1
9-14	10:1	8:1
15-17	12:1	10:1

- 27. **PUBLIC SAFETY (POLICE):** The University Police reserves the right to conduct a security assessment of the proposed Event to determine if police presence is required at the Event, *additional fees will apply, refer to Exhibit A for details.* However, in all cases where money is collected, or for assemblies over 300, or Alcohol is being distributed, police presence is required. The University Police Department is located in Welch Hall, Room B-100, the hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. For non-emergencies contact: (310) 243-3639. For emergencies contact: 9-1-1 from any on-campus phone; (310) 243-3333 from cellular phones.
- 28. **FIREARMS:** No firearms, including toy guns or any item that resembles a weapon, shall be brought onto university premises without prior clearance and the written approval of the University Police Department. The terms and conditions associated with any such approval, together with a copy of the written approval, shall be provided to the University and incorporated into this License.
- 29. **EJECTION:** The University reserves the right to eject or cause to be ejected from the premises any person whose conduct violates the terms of this License or creates an otherwise dangerous condition; provided, however, prior to any such ejection Licensee shall be provided with notice and a reasonable opportunity to cure. Neither the University nor its officers or employees shall be liable to the Licensee for any damage sustained by such ejection unless caused by the willful misconduct of the University or its officers or employees.
- 30. **COLLECTION OF DONATIONS AND/OR MONIES FOR MERCHANDISE:** Licensee shall not collect or exchange donations, fees, or merchandise of any kind at the event without prior written approval from the University as referenced in the Time, Place & Manner Policy at <https://www.csudh.edu/tpm/>.
- 31. **PARKING:** The Licensee, including Licensee guests, shall ensure compliance with the following parking requirements:
  - a) **Parking Permits:** Parking permits shall be purchased at current rates and are required to park on university premises at all times (7 days, 24 hours). Anyone in violation of university parking requirements will be ticketed. Parking permits must be displayed on the driver’s side dashboard and must be visible. Failure to display the proper parking permit will be considered in violation and cause to be cited by the [University Parking Office](#).

**NO PARKING IS PERMITTED IN SURROUNDING RESIDENTIAL NEIGHBORHOODS.**

  - b) **Buses:** No buses are permitted to park on campus without prior authorization, or to drop off or pick up participants unless approved in advance by the University. Where approval has been granted Licensee will be provided a map for drop-off and/or pick-up locations.

**NO BUS PARKING IS ALLOWED IN THE SURROUNDING NEIGHBORHOODS.**

- 32. STATE FIRE MARSHALL PERMIT:** If required by the University (*additional charges may apply*), a fire clearance and permit must be obtained prior to Licensee's event within 30 business days prior to the Event herein authorized. The office of the State Fire Marshal (SFM) requires a special event permit whenever a space is used in a manner that is different than its original intention. For example, if a non-sporting event is held in the Gym, it would require a permit. Events with onsite hot food preparation and those with tents having an area of more than 400 square feet also require permits.
- 33. HEALTH PERMITS:** If food vendors/subcontractors are permitted by the University to be on its premises as part of the Event, the food vendors/subcontractors must display Los Angeles County Health Permits, valid through the date of the event, and visible to the public at all times. Any vendor/subcontractor without proper permits displayed will be immediately removed from university premises. Food vendors/subcontractors not covered under the Licensee's insurance policy will be required to provide insurance certificates and endorsements directly to the University.
- 34. FOOD AND DRINK:** No food or drink other than bottled water is permitted inside lecture halls, classrooms, auditoriums or any area not authorized as a food facility. If food is brought to campus for the Event, the Licensee shall work **directly** with the Toro Auxiliary Partners (TAP), Urban Mosaic Campus Catering partner to purchase food and related services. Priority shall be given to Urban Mosaic as the food service provider for all events. If the Licensee is requesting an exception to utilize Urban Mosaic for catering needs, a [Catering Exception Form](#) must be submitted.

**NOTE: CATERING SERVICES AND PAYMENTS ARE TO BE COORDINATED DIRECTLY WITH URBAN MOSAIC AND ARE NOT PART OF THIS LICENSE.**

- 35. GIFTS, GRATUITIES, PAYMENTS TO UNIVERSITY EMPLOYEES OUTSIDE THIS LICENSE:** The Licensee shall make no payments or gratuities of any kind to any employees, students, agents, or affiliates of the University, or its Auxiliaries for the purpose of executing this License to use University Facilities. Failure to comply with this clause will be considered a breach of contract and subject to immediate termination of this License.
- 36. CAMPUS ENVIRONMENTAL CONSIDERATIONS:** The Licensee shall conduct activities on university property in a manner that 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. The Licensee shall prevent the introduction of hazardous and non-hazardous material into stormwater drains or conveyances that transport stormwater off-site. Additionally, hazardous chemicals or other potentially hazardous materials are strictly prohibited without written permission from the University. The Licensee shall be responsible for any fees, charges, or other costs associated with the requirements of this paragraph.
- 37. FORCE MAJEURE:** Either Party may terminate or suspend its obligations under this License if such obligations are delayed, prevented, or rendered impractical by any of the following circumstances to the extent that such event is beyond its reasonable control, including but not limited to, acts of God, fire, strike, war, riots, acts of any civil or military authority, contagion, epidemic, pandemic, judicial action, unavailability or shortages of labor, materials or equipment ("Force Majeure Event"). In the event that one or more Event dates, per Exhibit A shall not be held due to a Force Majeure Event, the Parties shall determine whether alternate dates mutually agreed upon by the Parties can be accommodated. If no alternative dates are agreed upon, the License shall be mutually cancelled and of no further force and effect and neither Party shall be liable to the other, and the Licensee shall be entitled to a refund of all prepaid amounts and deposits.
- 38. COVID-19:** If the University considers it necessary or prudent to cancel this License due to circumstances related to COVID-19, or to any recurrence of the COVID-19 outbreak, the University may do so and be relieved of any further financial obligation, risk, or other liability by providing seventy-two (72) hours prior written notice of cancellation to Licensee. The University's right to cancel the License pursuant to this section shall not be limited or restricted in any manner by any other term or section of this License.
- 39. SEVERABILITY:** The determination that any portion of this License is invalid or unenforceable shall not invalidate this License, and this License shall be construed and performed in all respects as if such invalid or unenforceable provision(s) were omitted.
- 40. WAIVER:** Failure of either Party to enforce any right hereunder shall not waive any right with respect to any other or future rights.
- 41. AMENDMENTS:** This License can be modified by mutual agreement at any time via written amendment signed by authorized representatives of each Party.

- 42. DISPUTE RESOLUTION:** Any dispute arising under the terms of this License which is not resolved within a reasonable period of time by authorized representatives of the Licensee and University shall be brought to the attention of the Chief Executive Officer (or designated representative) of the Licensee and the Chief Business Officer (or designee) of University for joint resolution. At the request of either Party, the University shall provide a forum for discussion of the disputed incidents, at which time the Vice Chancellor, Business and Finance (or designated representative) of the University shall be available to assist in the resolution by providing advice to both Parties regarding university contracting policies and procedures. If resolution of the dispute through these means is pursued without success, either Party may seek resolution employing whatever remedies exist in law or equity beyond this License.
- 43. NON-DISCRIMINATION:** Licensee covenants that during the performance of this License, the Licensee shall not deny the License's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, or physical or mental disability. In addition, Licensee shall not discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. The Licensee shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
- 44. ENTIRE AGREEMENT:** This License is the entire agreement between the Parties. No other agreements, oral or written, have been entered into with respect to the subject matter of this License.
- 45. CAPTIONS:** Captions and headings in this License are solely for the convenience of the Parties, are not a part of this License, and shall not be used to interpret or determine the validity of this License or any of its provisions.
- 46. COUNTERPARTS:** This License may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
- 47. GOVERNING LAW:** The rights and obligations of the Parties hereto shall be governed by the laws of the State of California, County of Los Angeles.

**IN WITNESS WHEREOF**, each Party represents and warrants that the person(s) signing below on its behalf has the authority to enter into this License and that this License does not violate any of its existing agreements or obligations. The Parties hereto agree to the terms and conditions stated herein.

UNIVERSITY		LICENSEE	
<b>California State University, Dominguez Hills</b>			
BY (AUTHORIZED SIGNATURE)	DATE	BY (AUTHORIZED SIGNATURE)	DATE
➤		➤	
PRINTED NAME AND TITLE OF PERSON SIGNING Bacilisa Baltazar, Procurement Analyst Procurement and Contracts		PRINTED NAME AND TITLE OF PERSON SIGNING	
ADDRESS 1000 E. Victoria Street Carson, CA 90747		ADDRESS	
PHONE/EMAIL 310-243-3248/ <a href="mailto:facilitiesleasing@csudh.edu">facilitiesleasing@csudh.edu</a>		PHONE/EMAIL	

**EXHIBIT A  
EVENT DETAILS AND FEE SCHEDULE**

<b>EVENT CLASSIFICATION</b>			
Non-Profit <input type="checkbox"/> EIN: _____	For Profit <input type="checkbox"/>	Co-Sponsored <input type="checkbox"/> University Unit: _____	
<b>LICENSEE CONTACT INFORMATION (on-site contact)</b>			
Name	Phone Number	Email Address	
Address	City	State	Zip
<b>CO-SPONSORING DEPARTMENT CONTACT INFORMATION (if applicable, person who will be present at the Event)</b>			
Name	Title		
Phone Number	Email Address		
<b>EVENT DETAILS</b>			
Start Date	End Date		
Set-up Date and Time	Tear Down Date and Time		
Total Attendees (over 18):	Total Attendees (under 18):		
<b>EVENT NAME &amp; DESCRIPTION</b>			
<b>LICENSEE EQUIPMENT (Authorized to bring on-site)</b>			
<b>UNIVERSITY EQUIPMENT &amp; SERVICES (to be provided by the University)</b>			
<b>Special Conditions (i.e. marketing, media, equipment, firearms, collection of monies for sales, bus, SFM)</b>			
<b>PARKING</b>			
<input type="checkbox"/> <b>Parking Permit (Guest Self Park):</b> If guests are directly responsible for purchasing parking permits, Licensee must notify participants by conveying the following information in its advertising, informational materials, and any other written or verbal communications: "Visitors parking on the CSUDH campus are required to purchase a \$10.00 daily permit. Permits can be purchased from campus parking booths and parking lot vending machines."			
<input type="checkbox"/> <b>Parking Permit (Parking Code):</b> If the Licensee will be paying for participants parking either in whole or in part, the Licensee will be provided a code directly from the Parking Office. The code will be valid for the term specified in the License. The Licensee will receive instructions from the Parking Office on how to use the code. The Licensee shall be billed by Parking \$10.00 each time the code is used.			
Number of Parking Spaces	Number of Cars/Trucks	Number of RV's	

**AUTHORIZED FACILITIES**

**FEE SCHEDULE**

	<b>RATE</b>	<b>UOM</b>	<b>QTY</b>	<b>TOTAL</b>
Facilities Use Fee				
Maintenance, Upkeep and Repair (MUR)				
Administration Fee				
Custodial				
Parking				
Police				
Equipment				
Personnel				
<b>GRAND TOTAL</b>				
<b>Deposit Amount (Due 30 days prior to Event or as indicated in the Due Date box)</b>	<b>DUE DATE:</b>			
<b>Remaining Payment (Due 10 days prior to Event or as indicated in the Due Date box)</b>	<b>DUE DATE:</b>			

**Payment Methods** (The fees shall be received by payment Due Dates stated above):

**Under no circumstances shall cash be accepted.**

1. Credit Card - The preferred method of payment shall be by credit card (No American Express accepted). To make a credit card payment online, visit <https://commerce.cashnet.com/DHPandC>, enter the amount of the payment, License number, name of organization (Licensee), and email address. A 2.65% processing fee will be incurred.
2. Cashiers or Certified Check – Check shall be made payable to California State University, Dominguez Hills, and mailed or hand delivered to 1000 E. Victoria Street, Carson, CA 90747, Welch Hall B-485, Attn: Bacilisa Baltazar, Facilities Leasing & Scheduling.
3. Purchase Orders (PO) – PO’s will only be accepted from public entities unable to make payment through credit card or check. Facilities Leasing & Scheduling will send an invoice to Licensee for the amount of this License. The Licensee shall make the payment within thirty (30) days of invoice date.

**Non-Payment Cancellation:** The Licensee agrees that if any payments specified above are not made by the agreed dates, University may cancel and terminate this License. The Licensee further agrees that in the event of termination for non-payment, University shall be entitled to, and will retain any monies paid to University for charges incurred up to and including the date of cancellation pursuant to the provisions set forth in Paragraph 14 of this Agreement.

**FOR INTENAL USE ONLY (FEE DISTRIBUTION)**

Fee Type	Amount	Chartfield
MUR		580001-MT005-34100
MUR (Theatre)		580001-MT006-26140
MUR (Athletics)		580001-MT007-40410
MUR (Library)		580001-MT009-21000
Custodian Service		58009X-AADHT-34200
Custodial Benefit		58009X-AADHT-34200-71022
Parking		504003-FP201-30220
Public Safety		580090-AADHT-30200
Public Safety Benefit		580090-AADHT-71022
Admin Fee/Insurance Fee		58009X-AADHT-33000
Personnel		58009X
Other:		58009X



**EXHIBIT B**  
**EVENT LAYOUT**

*(Intentionally left blank, refer to the next page(s) for layout and event documentation, as applicable)*