

Event Rental Request Form

Instructions: Please fill out the requested information in all sections below, then press the Submit button at the bottom of the page. Please be prepared to provide additional documents if requested.

Date of Request:

Requestor Name:

Company Name:

Organization Name:

Event Name:

Description:

Date of Event:

Number of Expected Guests:

Start time:

End time:

Room(s) Requested:

Event Itinerary:

Time:

Description:

Request:

Event needs:

(Specify Set- up Configuration – classroom, lecture, open floor plan, audio visual equipment, etc.)

NewSchool Insurance Requirements

Purpose

The purpose of this policy is to provide insurance guidelines for the non-campus use of NewSchool of Architecture + Design (NewSchool) facilities.

NewSchool facilities are intended to be used primarily for scholarly, educational, or related social purposes. However, individuals or groups desiring to use space for non-business and non-political purposes, may be granted permission to use, or to rent space when it is available. This policy specifies the minimum insurance requirements required for these uses.

Policy

NewSchool requires proof of general liability insurance to cover non-campus events held on our facilities for meetings, conferences, or other special functions or events.

- The acceptable form of insurance documentation is a certificate of insurance (COI) showing evidence of general liability insurance to cover the event and use of NewSchool facilities.
- The certificate of insurance must provide a minimum of \$1 million in coverage limits and include NewSchool as the certificate holder and as an additional named insured for the event and use of facilities.

For any event where alcohol is served, a certificate of insurance showing evidence of liquor liability coverage must also be provided.

Insurance Requirements

Required Liability Insurance Coverage:

Contractor shall procure Comprehensive General Liability Insurance in the amounts set forth below:

- A. Limits. A policy of Comprehensive General Liability Insurance, which provides limits of:
 - a. Per Occurrence \$1,000,000
 - b. General Aggregate \$2,000,000
 - c. Personal & Adv Injury \$1,000,000
 - d. Products & Completed Operations \$1,000,000
- B. Business Auto
 - a. Combined Single Limit \$1,000,000
- C. Excess Liability \$10,000,000
- D. Contractor to provide a Waiver of Subrogation in favor of Laureate
- E. Contractor's insurance to be Primary and Non-contributory
- F. Additional Insured Endorsement. The policy of Comprehensive General Liability Insurance shall contain an endorsement which applies its coverage to the Owner, the members of Owner's Board of Trustees, Owner's officers, agents, employees and volunteers, individually and collectively, as additional insured's.

G. Certificate Holder: The Certificate Holder shall be:

NewSchool of Architecture + Design LLC
1249 F Street
San Diego, CA 92101

H. Workers Compensation/Employer's Liability

- | | | |
|------------------------------|-------------|---------------|
| a. Bodily Injury by Accident | \$1,000,000 | Each accident |
| b. Bodily Injury by Disease | \$1,000,000 | Policy limit |
| c. Bodily Injury by Disease | \$1,000,000 | Each employee |

February 2017

Alcohol Policy

NewSchool of Architecture and Design

Issued by the President
In consultation with the NewSchool Board of Directors

Scope

This policy supplements the restrictions already set forward in the Student Code of Conduct and in the practices established regarding faculty performance. It clearly sets forward the regulations regarding alcohol use on campus. It also establishes a procedure to be followed for requesting permission to serve, possess or consume alcohol in NewSchool facilities. It also sets forward expectations for sanctioned NewSchool activities off-campus.

This policy does not apply to events sponsored by student organizations off campus. However, such private parties are subject to California law. It is expected that when student organizations undertake such activities where alcohol may be served that all appropriate permits will be obtained and no official NewSchool endorsement may be implied. Any such endorsement would immediately shift the oversight of the activity to the stated alcohol policy of this document.

Limitation of Consumption of Alcoholic Beverages

The consumption of alcoholic beverages on campus is prohibited without the explicit permission of the president and then only for specific celebratory institution-wide events. Any such alcohol usage without such explicit permission will be considered a violation of the Student Code of Conduct and the expectations regarding faculty performance of duties.

This regulation covers the required academic component of off-campus field trips.

Exemption to this Policy

An exemption to this policy may only be granted by the president. Such a request must be accompanied by a justification that clearly articulates the special need for alcohol that is submitted no less than three weeks before the event. An exemption to this policy may only be granted to special institution-wide events that have as a central purpose the celebration of the academic work of students and faculty. Where permission for holding an event at which alcoholic beverages will be served has been obtained, the event shall meet the following requirements.

1. Event sponsors must emphasize the nature of the event without advertising alcohol as a primary attraction.
2. A responsible person will be designated to ensure compliance with this regulation and any State or City laws or codes.
3. Access to the event shall be limited to invitees and specifically will not be open to the public. For outdoor events special measures must be taken to control access and delineate the area for the event.
4. A sufficient amount of alternative, nonalcoholic beverages must be available.
5. A sufficient amount of substantial, wholesome food (heavy hors d'oeuvres) must be available.
6. No self-service alcohol is permitted. A licensed professional bartender must serve all alcohol.

7. The service of alcoholic beverages at an event may last no longer than two hours. Service of alcohol must be discontinued for a reasonable period of time prior to the end of the event.
8. In addition to the above requirements, if an individual under the age of 21 will be attending the event, the event sponsor must undertake additional measures to ensure that alcohol will not be served to underage persons. Such measures might include:
 - Signage stating "Over 21 Only" and an instruction to the bartender to require proof of age whenever there is any doubt.
 - Color-coded wrist bands, name tags or place cards for guests and instructions to the bartender or wait staff as to the significance of the color-coding.
 - Instructions to the bartenders, wait staff and NewSchool representatives supervising the event to be alert to the possibility that guests over 21 may attempt to obtain alcohol for underage guests.

Any questions regarding this policy and its implementation should be directed to the president of the NewSchool of Architecture and Design.

Auditorium

Comments

Dimensions (usable space)	Approx. 42'x53', or about 2200 SF	Easy access from Park Blvd, or F Street
Amenities	Projector & Screen	
	Podium	
	Sound system, microphones	
	Whiteboard	
	AC	
	Pin-up board on 3 sides	
Seating	186 w/o tables	
	75 w/tables	

Gallery Event Room

Comments

Dimensions (usable space)	Approx. 35' X 40', or about 1400 SF	Easy access from 13 th St. or Park Blvd.
Amenities	Projector & Screen	
	Podium	
	Sound system, microphones	
	Whiteboard	
	AC	
	Pin-up board on 3 sides	
	Kitchenette w/microwave, refrigerator, hot & cold water dispenser, sink	
Seating	49 w/o tables	
	42 w/tables	

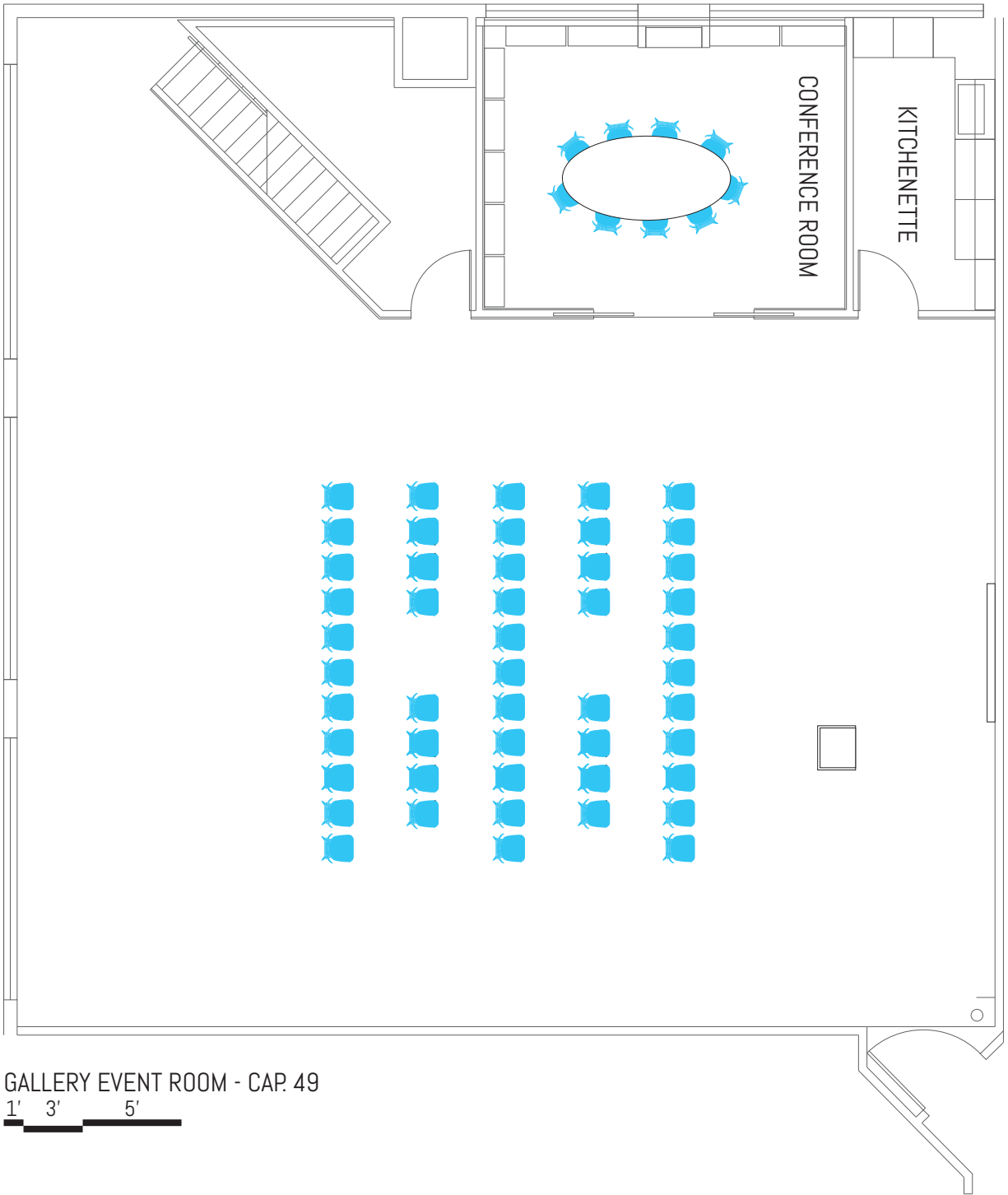
Gallery Conference Room

Comments

Dimensions (usable space)	Approx. 18' X 14', or about 252 SF	
Amenities	Projector	
	AC	
Seating	9 w/conference table	

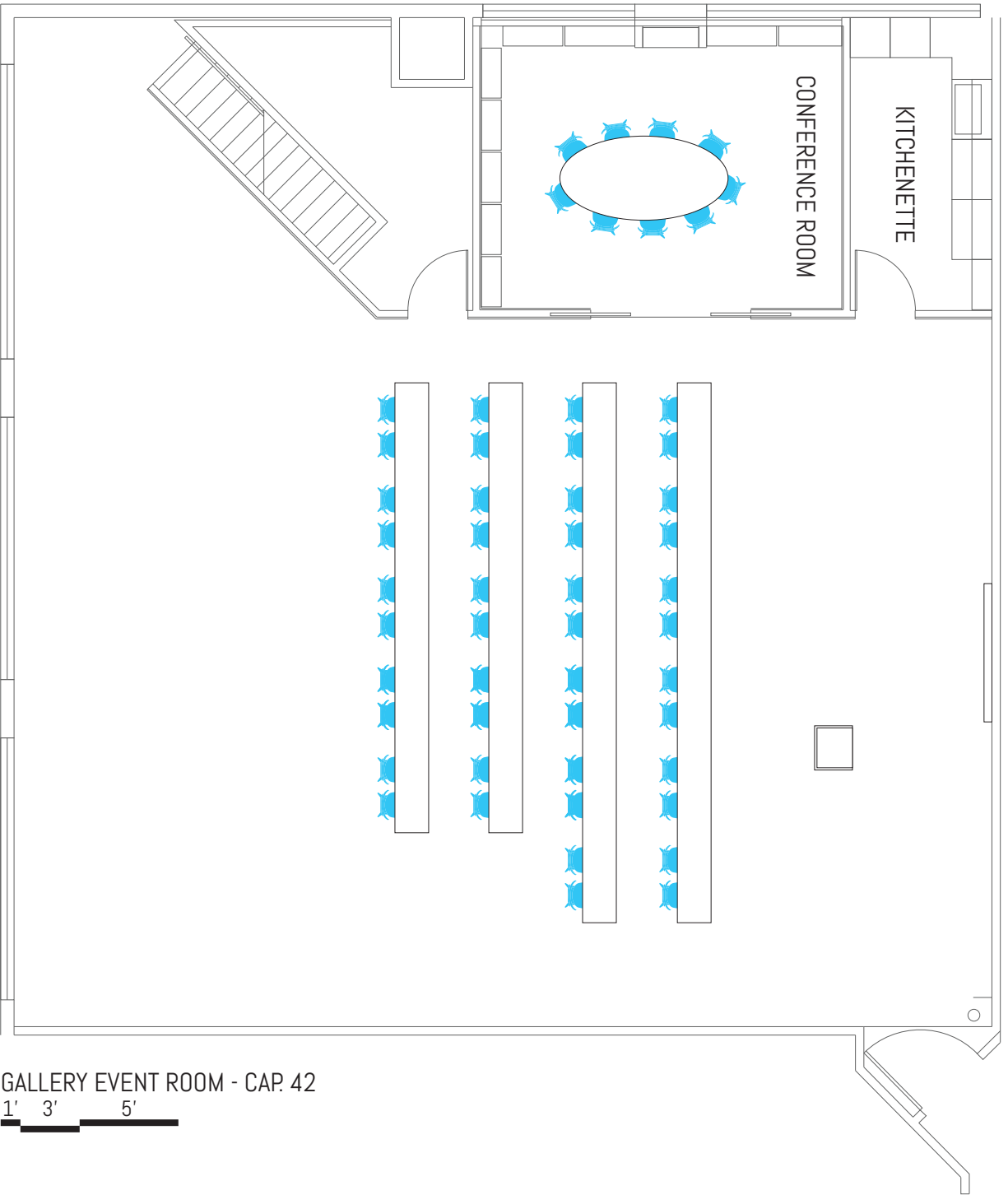
Room Rental Fees

<i>(Free Wi-Fi, Street Parking Only)</i>	½ Day Rental	Full Day Rental
Auditorium	\$750	\$1500
Gallery Event Room / Gallery Conference Room	\$250	\$500



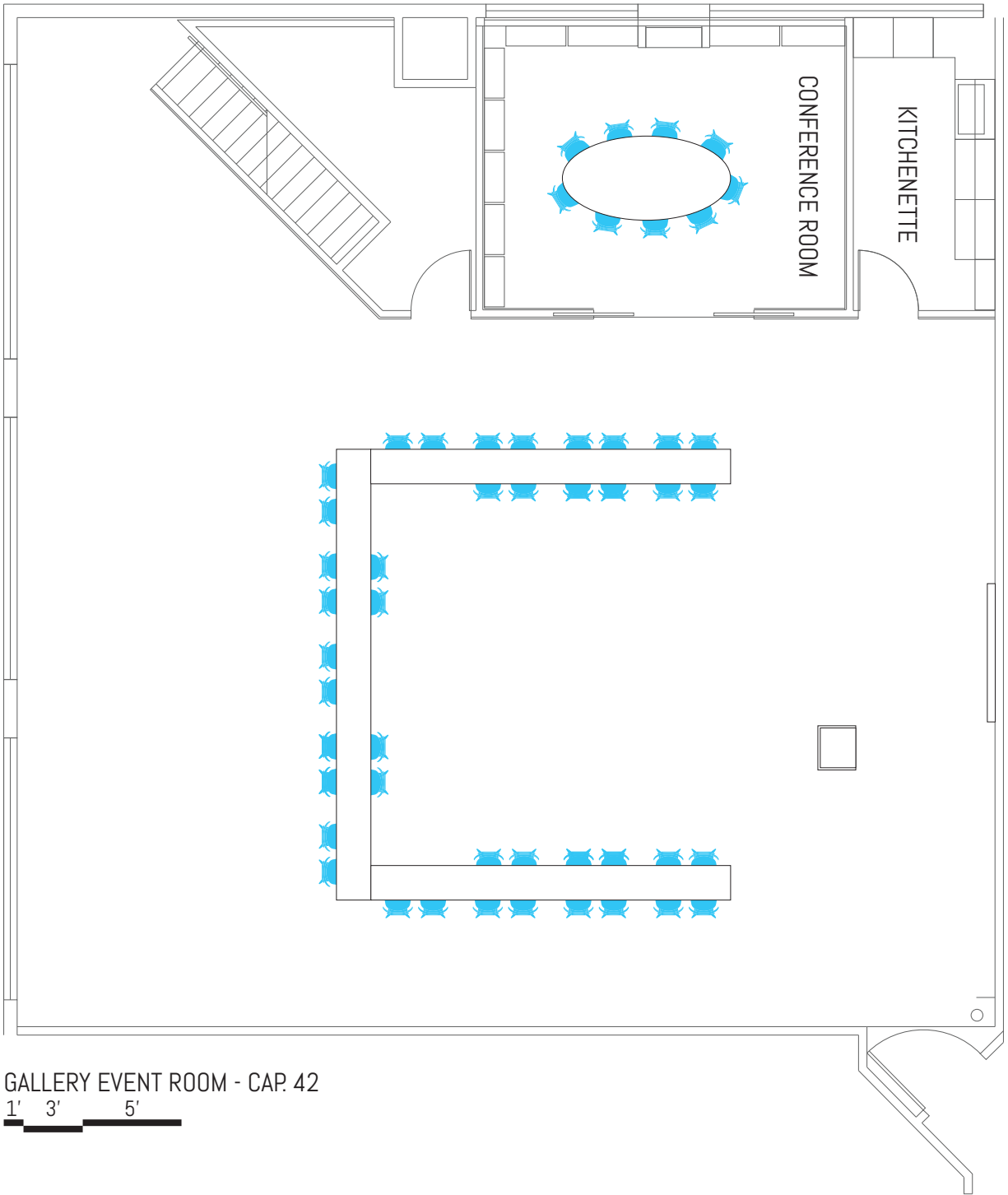
GALLERY EVENT ROOM - CAP. 49





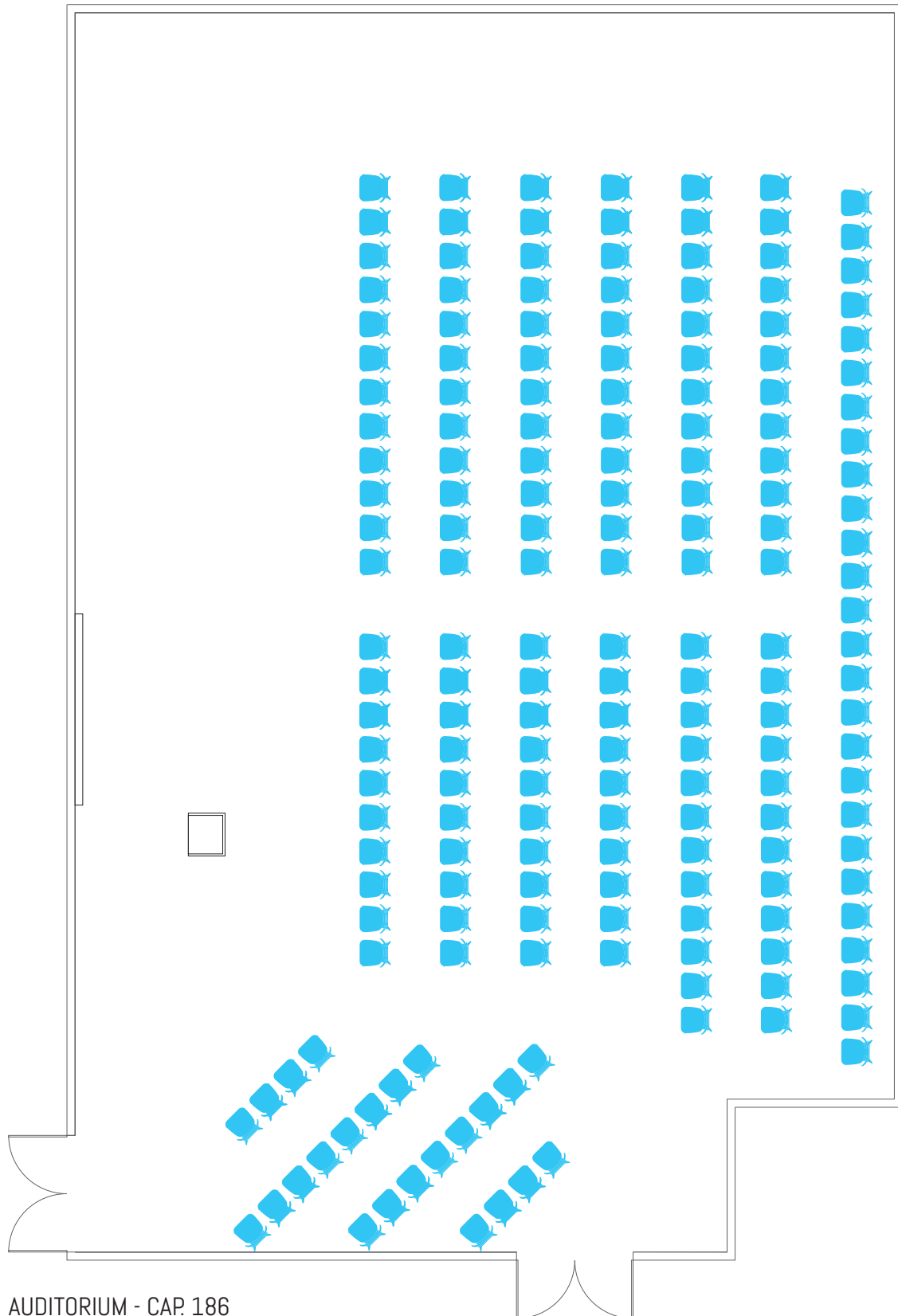
GALLERY EVENT ROOM - CAP. 42

1' 3' 5'



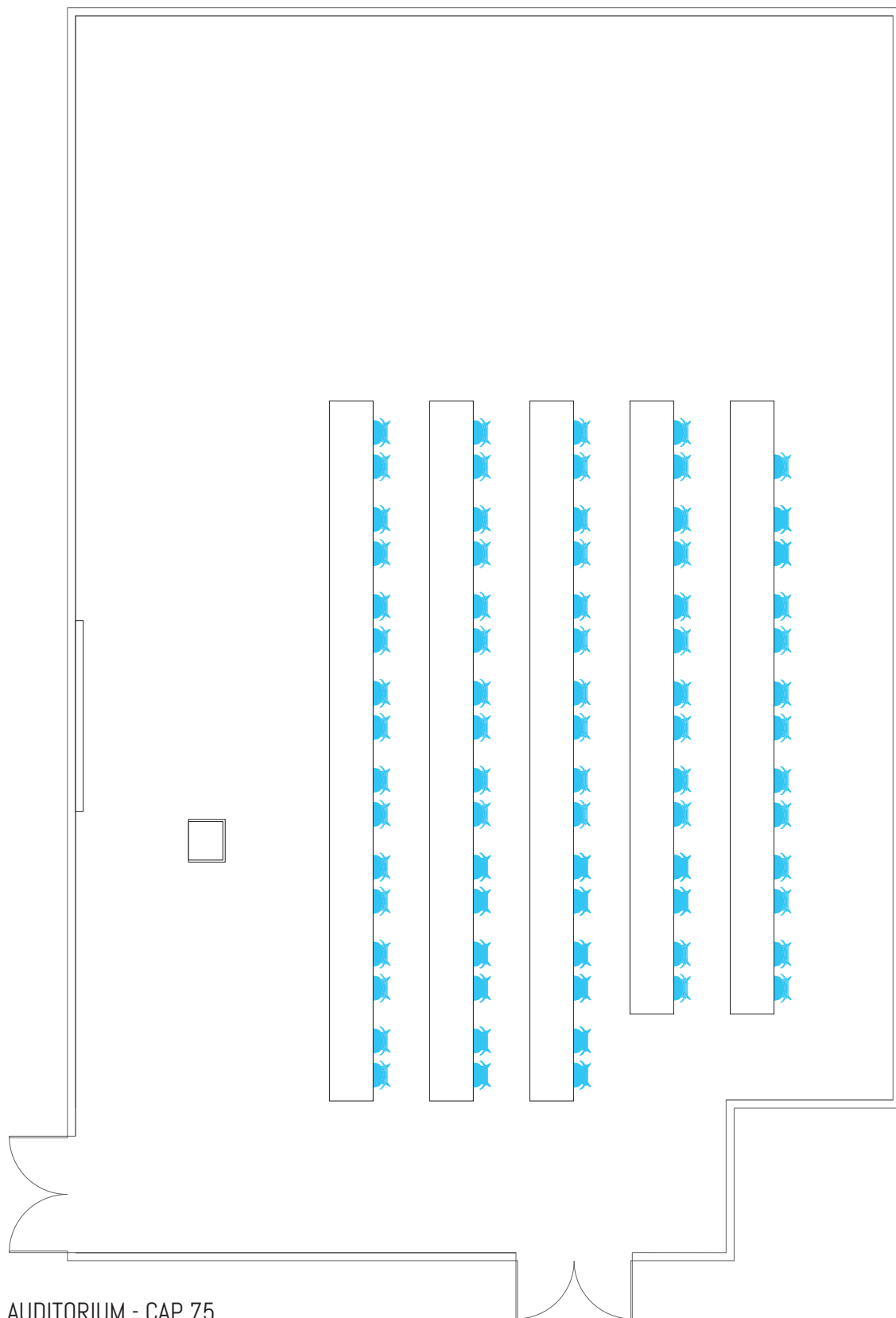
GALLERY EVENT ROOM - CAP. 42





AUDITORIUM - CAP. 186

1' 3' 5'



AUDITORIUM - CAP. 75

