



CAL POLY

Plant Sciences

COLLEGE OF AGRICULTURE, FOOD
& ENVIRONMENTAL SCIENCES



User Guide

General Info

The Leaning Pine Arboretum (LPA) can be rented for a wide range of events. Currently, two rental options are available:

1. The lawn area (gazebo is currently under construction not available until late fall 2025) can be rented while the entire Arboretum is still open to the public
2. The entire Arboretum which will close the Arboretum grounds for your event only.

Amenities and Capacity

Users receive the venue as an empty space and are wholly responsible for all setup and clean up, including obtaining and transferring tables and chairs, garbage cans, and port-a-potties to event space and back. The College of Agriculture, Food and Environmental Sciences (CAFES) Dean's Office or Plant Sciences Dept does not have or provide support staff to assist with setting up and taking down event furniture, A/V needs, troubleshooting issues, etc.

At this time, there are no lights in and around the Leaning Pine Arboretum, so all event activities (including all clean up) must conclude before sunset.

There are no restrooms located at the Leaning Pine Arboretum. Portable toilets must be rented for events with more than 50 people or lasting for more than 2 hours.

Parking is not permitted at the Horticulture Unit or the Leaning Pine Arboretum.



Access to the Leaning Pine Arboretum for equipment, food, furniture, porta-potty drop off is available with permission and prior scheduling with LPA manager.

Capacity:

- 150 people for lawn area and adjacent entry space (Arboretum stays open to the public)
- 200 people for the entire Arboretum (Arboretum closed to the public).
- Events over 200 people are considered a major event and requires **minimum 8 week** processing with 25 Live

If you have questions about the use of the space leading up to or during your event, contact the Plant Sciences Office at plantsciences@calpoly.edu or 805-756-2279.

Reserving the Space and Fees

Fees apply to usage of the Leaning Pine Arboretum spaces to further its mission, general support and maintenance. All fees are subject to change and will be confirmed upon reservation approval.

On Campus entities, including student clubs, can reserve the Leaning Pine Arboretum for an event using **25Live!** Student groups must reserve the space via their advisor by submitting an [ASI E-Plan](#) or [Facilities and Event Request](#) form. The advisor must coordinate all needed furniture, support resources, pickup and drop-off, and be present for the duration of the event.

- Cal Poly users, 30 people or less: \$400 venue fee
- Cal Poly users, 30 people or more: \$500 venue fee
- Cal Poly users, entire Arboretum closed to the public OR **any activity** outside of normal operating hours (8am-5pm, Mon.-Sat.) additional \$400 venue fee

Users paying via Chartfield string are required to have a PO# for use of this space. Alternatively, a Pro-Card or P card may be used for payment.

Special Event Insurance is **highly recommended** for any Cal Poly entity event. Review guidelines here: <https://afd.calpoly.edu/risk-management/events>

Complete the Special Event Insurance Application Here: <https://afd.calpoly.edu/risk-management/docs/rm/special%20event%20insurance%20application%209.2022.pdf>

Risk Management must approve prior to payment of deposit and final confirmation of LPA event.



A **non-refundable deposit** of 50% must be received 14 days prior to your scheduled event (at time of reservation). Full payment is due 7 days prior to the event. Should weather or other unforeseen events necessitate the cancellation of your event, a refund will be issued for any fees above the deposit.

Depending on the size and nature of your event, additional Facilities' support may be required; any additional fees will be communicated and agreed upon in advance.

Additional fees will be assessed if the space is damaged beyond reasonable usage, garbage is not dumped, or if any rental furniture or equipment is not removed in a timely manner.

LPA map



Prohibited Use

Events, set up or clean up cannot be performed after sunset.

Overnight camping is not permitted.

Collection of plant material, including seeds, or disruption of plantings is not allowed.

Dogs must be on a leash and picked up after.

For guest safety and protection of soil resources, all attendees must stay on pathways and lawn. Do not enter planting beds.

Accessing the Space

Arrangements must be made to meet with the Arboretum manager, Tiffany Faulstich (tafaulst@calpoly.edu), to organize the arrival of all furniture, port-a potties, etc. prior to the start date of the scheduled event.

It is the requestor's responsibility to ascertain, provide information on proper assistance and accommodation to guests with disabilities covered by the Americans with Disabilities Act. Provide LPA 28-day prior notification of any accommodation or assistance needed during your event.

Vendors

Users must comply with all University policies and procedures regarding approved vendors including catering, rentals, parking and facilities. Find a list of approved vendors here:

<https://afd.calpoly.edu/procure-to-pay/how-to-buy/events/rentals>

Food and Catering

Event participants and guests are welcome to provide their own food for their event (i.e.: potluck, picnic, etc.); however, if the event is to be catered, Cal Poly has a list of Approved Caterers is provided here:

<https://afd.calpoly.edu/procure-to-pay/how-to-buy/events/catering/approved-caterers>

Alcohol Service & Regulations

If you will be serving alcohol at your event you will need to fill out an [Alcohol Service Request](#) form 45 days before your event.

Per ABC regulations, ABC fencing is required when serving alcohol in an outdoor portion of the venue; see required layout below. All alcohol must be consumed within the fence perimeter.

Clients are responsible for setting up and breaking down fencing for outdoor alcohol consumption. **Fencing must be set up in the way shown on the map to the right.** Only one entrance and exit are allowed, and it must be staffed. Users must take a photo of the correct fencing setup prior to the start of your event and emailed to CAFES@calpoly.edu.

The venue has an ABC license housed under the Cal Poly ABC license. All events must follow Cal Poly regulations outlined in [section 172](#). Alcohol must be served by professionally trained staff and servers

A/V Instructions

No A/V equipment is provided at the LPA. At this time, there is no multimedia tech support provided for the Leaning Pine Arboretum. Users must provide and operate lights, screens, heaters, audio, and visuals on their own. It is highly recommended that users visit the space before their event to learn how to utilize the LPA space for any presentation needs.

Parking

[Parking Map](#)



The H-14c parking lot is the nearest parking lot to the venue. Refer to the [Transportation and Parking Services \(TAPS\) website](#) for additional information on hours of enforcement, types of permits needed, etc. If you wish to provide paid parking for event guests, contact TAPS (eventparking@calpoly.edu). We advise you notify TAPS of any events in the venue where users will park in the H-14c lot, even if after enforcement hours, so that TAPS doesn't allocate the parking lot to other users and prohibit access.

Clean Up

Before you leave, please be sure to:

- Arrange to have all rental items removed within 24 hours after event
- Ensure all trash is in a proper receptacle. All garbage cans should be dumped in dumpster and recycle bins in horticulture unit dumpster, located outside the wooden shade house in the parking lot—do not leave full garbage cans in LPA!

Failure to perform all of the above will result in potential fines and restricted future use.

