

### **GENERAL POLICIES AND PROCEDURES**

- University of California San Diego (UC San Diego) registered student organizations may reserve space up to 6 months in advance.
- Only Principal Members listed on the organization's registration form may reserve space for their organization.
- Reservations shall be for meetings/events directly related to the sponsoring student organization.
- All planning for the event must be done by a Principal Member and student members of the reserving student organization.
- The primary participants (>50% attendance) must be UC San Diego faculty, staff, and/or students.
- All funding must come from the student organization's accounts managed by the Student Life Business Office.
- A maximum of four room or space reservations per organization are allowed on the books at one time for Price Center and the Student Center combined.
- A maximum of four room or space reservations per organization are allowed on the books at one time for the Student Services Center.
- A maximum of four room or space reservations per organization are allowed on the books at one time for Library Walk.

### **CONDUCT AND RESPONSIBILITY**

- Groups reserving space are responsible for the behavior of their guests and members.
- It is agreed that charges arising from the use of University Centers Facilities will be billed to that sponsoring organization's Principal Member and will remain the Principal Member's obligation and responsibility until paid. This includes any theft or property damage occurring from the use of the facility. These are University charges and may revert to a student's master financial record.
- It is understood that the organization promises and agrees to abide by UC San Diego's policies and procedures and the University of California's guidelines.
- University Centers Facilities are for use by all members of the UC San Diego community. The policies outlined are intended to facilitate the use of University Centers with the least possible infringement on the activity or freedom of individual groups.
- A member of the sponsoring organization must have their reservation confirmation in their possession at the time of occupancy and present it upon request as evidence that the proper arrangements for occupancy have been made.
- The sponsoring organization agrees to indemnify, defend, and hold the Price Center, Student Center, UC Regents, UC San Diego and its officers, employees, and agents harmless against all claims, loss or liability arising from damage to or destruction of property or injury or death to persons occurring because of or related to their reservations.
- Groups who reserve space on behalf of another group may be required to pay the total room rent, have all existing reservations canceled, and/or have their reservation privileges suspended.
- University Centers does not accept responsibility for items lost or stolen in its facilities.

### **RESERVATION PROCEDURES**

- Reservations for the Price Center, Student Center, Student Services Center, Library Walk, Town Square and Matthews Quad can be made through University Centers in person at the One Stop Desk located on the 3<sup>rd</sup> Level of Price Center East, by calling (858) 534-7666, via email at [reservations@ucsd.edu](mailto:reservations@ucsd.edu), or online by visiting <http://reservations.ucsd.edu>. Use of University Centers reservations are based on the scheduling priority and procedures outlined below.
- Reservations requests are processed between the hours of 8 AM and 5 PM Monday through Friday during the academic year. Hours may be altered during Finals weeks, breaks, and the summer.
- When making a reservation, please have the following information available: Requested date and time, anticipated number of attendees, specific room setup requirements, audio/visual requirements, catering needs, and any special program needs.

### **RESERVATIONS SCHEDULING PRIORITY**

- During the academic year, priority scheduling is given first to UC San Diego registered student organizations. UC San Diego departments are second and off-campus organizations are third.

- During the summer, first priority is given to conference business. One day event reservations will not be processed until after January 1 of the upcoming year. This is to ensure that potential multi-day conference business is not impacted. Summer rates vary based on the type of event and reserving party. Annual event status is not applicable to summer reservations.

### **ADMISSION**

- Admission is defined as tuition, registrations, conference fees, donations or any money that passes into the sponsor's hands. Student organizations charging admission will be required to pay the combined total of all meeting and program space rental fees or 5% of the total admission gross, whichever is greater.

### **ALCOHOL**

- The consumption of alcoholic beverages is not permitted at University Centers Facilities with the exception of events held at Porter's Pub, The Loft, or those events that have been granted an Alcoholic Beverage Permit by the University. For information regarding Alcoholic Beverage Permits, please contact your assigned University Centers Events Coordinator.

### **AMPLIFIED SOUND**

- Amplified sound is allowed in University Centers Facilities with restrictions. Please refer to the detailed sound policy at [http://universitycenters.ucsd.edu/documents/sound\\_policy.pdf](http://universitycenters.ucsd.edu/documents/sound_policy.pdf).
- Amplified sound is allowed in Price Center Plaza between the hours of 11am-2pm and 5pm-midnight Monday through Friday, and between 8am-12am on the Saturday and Sunday. Before 5 pm, sound cannot exceed 85 decibels A-weighted at 50'. After 5 pm, sound cannot exceed 105 decibels A-weighted at 50'.
- Amplified sound is allowed at dentil space 1979 on Library Walk as long as the speakers face the East lawn. Monday through Friday before 5 pm, sound cannot exceed 75 decibels A-weighted at 50'. After 5 pm, sound cannot exceed 85 decibels A-weighted at 50'.
- Amplified sound is allowed in Matthews Quad between the hours of 4:30pm - 11pm Monday through Saturday as long as it doesn't exceed 85 decibels A-weighted at 50'.
- Amplified sound for voice only is allowed in Town Square between 12pm – 1 pm Monday through Friday provided that it doesn't exceed 80 decibels A-weighted at 50'. Amplified sound for voice and music is allowed between 7 pm and midnight Monday through Friday, and on Saturday and Sunday with written approval, as long as it doesn't exceed 95 decibels A-weighted at 50'.
- University Centers reserves the right to shut down amplified sound at any time.

### **ANNUAL EVENTS**

- Events designated as "annual" (taking place in University Centers Facilities during the same week, in the same space, for at least two consecutive years, and lasting one day) may be booked up to one year in advance. A first time event will not count as an annual event.
- If the event is cancelled or if dates and/or locations need to be altered, then annual event status is nullified.
- Annual events will not count toward the four-reservation policy listed above.
- Annual events will count toward the Ballroom Friday/Saturday policy listed below.
- Registered student organizations may have no more than 3 annual events per academic year.

### **AUDIO-VISUAL EQUIPMENT**

- University Centers carries a complete inventory of audio/visual equipment for use within University Centers Facilities.
- Basic audio/visual items, such as LCD projectors and screens, can be reserved for our meeting rooms through the One Stop Desk located on the 3<sup>rd</sup> Level of Price Center East, by calling (858) 534-7666, or via email at [onestop@ucsd.edu](mailto:onestop@ucsd.edu)
- For programs in one of our large event spaces (West Ballroom, East Ballroom, Theater, Plaza, The Loft), additional equipment and staffing will be required.
- Technical service and equipment fees will be assessed based on the scope of the event. Please contact University Centers Technical Services Department at (858) 534-0832 or (858) 534-0839 to request a quote. All requests require a minimum of 3 weeks advance notice to process.
- Fees for late reservations, late changes, or late cancellation fees will be assessed at the discretion of

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the Technical Services Managers.

- Clients are responsible for abiding by the Technical Services Policy.
- Clients are responsible for all fees associated with any lost or damaged audio/visual equipment as issued by University Centers.

### **BALLROOM EVENTS**

- Price Center Ballrooms may only be reserved a total of three Fridays (after 4:00 PM) or Saturdays per group, per academic year.

### **CHANGES, ADDITIONS, CANCELLATIONS & NO SHOWS**

- University Centers reserves the right to modify space requests in order to serve the greatest number of programs and activities.
- If you have any changes, additions, or need to cancel your reservation, please contact the One Stop Desk located on the 3<sup>rd</sup> Level of Price Center East, by calling (858)534-7666, or via email at [reservations@ucsd.edu](mailto:reservations@ucsd.edu) at least one (1) business day in advance for meeting rooms and three (3) business days in advance for program space to avoid possible late fees.
- A "no show" applies to all groups who fail to cancel confirmed reservations within the appropriate time frame and the room is set and no one (including the sponsors) shows up for the event. Minimum charges for late cancellations, late changes, and no shows will be applied.
- Student organizations canceling a meeting room reservation less than one (1) business day in advance of the event will incur a \$15.00 cancellation fee. For each occurrence thereafter, the cancellation fee will double. For example, first occurrence is \$15.00, second occurrence is \$30.00 and so on.
- Student organizations canceling a program space reservation less than three (3) business days in advance of the event will incur a \$50.00 cancellation fee. For each occurrence thereafter, the cancellation fee will double. For example, first occurrence is \$50.00, second occurrence is \$100.00 and so on.
- All past occurrences are removed from the student organization's record at the beginning of Fall Quarter.
- Any student organization that no-shows or cancels within 24 hours of the event and the reserved room has been set-up will incur the above fees plus any costs associated with the set-up of the event.

### **CLEANING SERVICES**

- University Centers provides personnel to perform basic cleaning services in both the public and private areas of our facilities.
- University Centers reserves the right to recharge all expenses to your organization for all cleaning situations deemed as being excessive.

### **CO-SPONSORSHIP GUIDELINES**

- No UC San Diego registered student organization or UC San Diego department may reserve space on behalf of another group (with the exception of UC San Diego Conference Services). Groups may not sell, sublease or transfer their reservation to another group.
- UC San Diego registered student organizations may not act as agents for UC San Diego departments, off-campus persons or organizations in order to receive student rates for space and services. University departments may not act as agents for off-campus persons or organizations in order to receive department rates for space and services.
- The reserving student organization or University department must be the primary organizer/planner of the event. Any fees for space and services must be incurred by the reserving organization or department.

### **CO-SPONSORSHIP WITH A NON-AFFILIATE GROUP**

- Funding must come from the student organization's accounts managed by the Student Life Business Office.
- Planning for the event must be done by Principal Members of the reserving student organization and the non-affiliate group. A student must be present and involved in the event planning.
- General Liability Insurance is required from the non-affiliate group.
- The reserving student organization must complete a Triton Activities Planner (TAP) form per TAP guidelines.
- UC San Diego Catering must be used in most spaces in Price Center facilities.

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- All general policies and procedures listed above apply.

### **CO-SPONSORSHIP WITH A UC SAN DIEGO DEPARTMENT**

- Funding must come from the student organization's accounts managed by the Student Life Business Office and/or from a UC San Diego department account.
- Planning for the event must be done by Principal Members of the reserving student organization and department staff. A student must be present and involved in the event planning.
- The reserving student organization must complete a Triton Activities Planner (TAP) form per TAP guidelines.
- UC San Diego Catering must be used in most spaces in Price Center facilities.
- All general policies and procedures listed above apply.

### **DAMAGES**

- Your organization/department is responsible for the behavior of its guests, employees, patrons, and contractors. Any loss or damages occurring to the facility or equipment as a direct result of your event become the responsibility of your organization. University Centers reserves the right to charge all expenses to your organization/department for all repair damages and/or equipment replacement.

### **DECORATIONS**

- All decorations must be approved in advance by University Centers Personnel. Votive candles in glass votive holders or candles enclosed in glass hurricanes may be used but require approval.
- University Centers prohibits the use of items such as glitter and or confetti.
- University Centers only authorizes the use of poster putty and painter's tape to adhere items to floors, walls, or ceilings. No tacks, push pins, or nails are allowed.
- Event Organizers are responsible for the removal and disposal of all decorations following the completion of their program.

### **DELIVERIES & STORAGE**

- Due to space and storage constraints, University Centers is unable to receive items in advance of your event date and we are unable to retain items awaiting post-event shipment.
- University Centers can assist in locating companies that can provide freight service.
- University Centers is unable to sign for receipt of shipments on behalf of the client and does not accept responsibility for items that are shipped to us or items that are left behind.

### **DISABILITY RESOURCES**

- University Centers Facilities are equipped with ADA compliant resources including ramps, automated doors, and restroom accommodations.
- If your program requires any specialized accommodations for those with special needs, please contact your University Centers Event Coordinator.

### **EVENT HOURS OF OPERATIONS & OVERTIME**

- University Centers event hours are from 8am - 11pm Monday through Sunday during the academic calendar. During academic breaks and summer, event hours are from 8am - 6pm Monday through Friday, 10am – 4pm on Saturday, and closed on Sundays.
- Event hours are subject to change during UC San Diego holiday periods.
- All clients will be assessed an overtime charge of \$125.00 per hour for every hour or part thereof outside of the normal event hours listed above.

### **EVENT/RESERVATION START TIME AND END TIME**

- You will notice two sets of times listed on your reservation. One is the event time and the second is the reservation time.
- The event time listed in bold reflects the actual starting and ending time of your reservation.
- The reservation time listed underneath the event time reflects the load-in and load-out times allocated for client access before and after their program.
- University Centers may adjust reservation times in order to allocate set-up and tear-down periods as required for your program. In these instances, please communicate your requested access time as

needed for your program with your University Centers Event Coordinator.

### **EXPLANATION OF RATES**

- UC San Diego registered student organizations are not charged room rental fees for meeting rooms or program spaces as long as there are no admission fees to attend the meeting or event. However, labor and set-up fees may apply depending on event requirements.
- For an event to be considered organized and sponsored by UC San Diego registered student organizations, the reservation must be made by a Principal Member of a UC San Diego registered student organization and all communication with the reservation, technical, and facility operations personnel must be with a Principal Member of the UC San Diego registered student organization.
- Charges for meeting rooms and program spaces shall be assessed in accordance with the current pricing structure.

### **FIRST AID**

- University Centers has basic First Aid equipment on site (including portable AEDs) to be used in emergency situations as needed.
- University Centers may require the use of specialized Emergency Services Personnel for your program, dependent upon factors such as: type of event, duration of event, expected crowd type, and/or expected attendance.
- Clients will be responsible for all direct staffing costs associated with the use of Emergency Services Personnel.

### **FOOD SERVICES, CONCESSIONS, AND CATERING**

- Events requiring catering in University Centers Facilities must have a space reserved first.
- University Centers has the exclusive right to any and all concessions within the Price Center.
- All catering for UC San Diego departments and off-campus groups in the Price Center (including all program spaces and meeting rooms) is offered exclusively by UC San Diego Catering. UC San Diego registered student organizations, including GSA, AS, and CSI are excluded; however any outside catering company must provide the proper health and insurance certificates.
- UC San Diego Catering has the first right of refusal on all departmental and off-campus catered events and must provide written documentation to the client and University Centers if declining service.
- UC San Diego Catering can be reached at (858) 534-3688 or at [catering.ucsd.edu](http://catering.ucsd.edu).
- The Student Center and Student Services Center have no policy in terms of a catering exclusive. Therefore, all caterers may be used for your program in those spaces as long as the necessary health and insurance certificates are supplied to University Centers Personnel.
- Both the Price Center and the Student Center offer restaurant-style dining options that can serve as meal alternatives to hosting food at your event.

### **FURNITURE**

- Furniture set-ups are included at no additional cost provided that University Centers can fulfill your program's requirements using our existing inventory.
- Additional charges will be incurred for furniture rentals for those items that cannot be provided through our existing inventory.

### **INFORMATION TECHNOLOGY**

- University Centers provides single analog active phone lines in the majority of their facilities. If additional analog or digital phone lines are required for your program, all requests need to be made a minimum of 4 weeks in advance of your event date.
- Wired Ethernet connections are available in some of University Centers Facilities. Please contact your University Centers Event Coordinator for verification.
- Wireless internet access is available throughout all of University Centers Facilities. If your program requires wireless internet access and the computers are not registered with the UC San Diego Campus Network, please contact your University Centers Event Coordinator.

### **INSURANCE**

- If you are contracting with outside agencies to participate as an exhibitor or provide services for your

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event, contact your Center for Student Involvement Student Organization advisor to ensure the appropriate proof of insurance is obtained.

### **LOST & FOUND**

- The One Stop Desk serves as the Lost & Found for University Centers facilities.
- After 7 days, all Lost & Found items are turned over to the UC San Diego Campus Police Department where they are held for 90 days. After 90 days, all Lost & Found items are donated to charitable organization by the UC San Diego Campus Police Department.
- Please contact the One Stop Desk located on the 3<sup>rd</sup> Level of Price Center East, at (858) 534-7666 or via email at [onestop@ucsd.edu](mailto:onestop@ucsd.edu) for all concerns regarding Lost & Found items.

### **MERCHANDISE**

- University Centers reserves the right to charge a Facility Merchandise Fee for items sold during your program. Please consult your University Centers Event Coordinator for further clarification.

### **PARKING**

- Parking enforcement on the UC San Diego Campus occurs Monday through Friday from 8am - 11pm with the exception of University Holidays. Parking permits are required for use during all times of enforcement.
- Reserved spaces, parking attendants, and special event signage are available for your program and can be obtained by contacting the UC San Diego Special Event Parking Office at (858) 534-0274 or at [parking.ucsd.edu](http://parking.ucsd.edu).

### **PAYMENT OF CHARGES**

- Charges will be assessed to all groups requiring special services such as technical support, security, custodial services above and beyond normal services, food/beverage services, special equipment rental, etc. UC San Diego registered student organizations must use a seven-digit budget index number to remit all charges through the Triton Activities Planner online form.

### **POSTING POLICY**

- Flyers may be posted to any vertical cement fixture (i.e. pillars).
- Banners may be suspended by string or rope off the 2<sup>nd</sup> and 3<sup>rd</sup> level railing in Price Center West, 2<sup>nd</sup> level railing in Price Center East, and on the railings facing The Hump and Porter's Pub at the Student Center.
- Banners may not be weighted with anything that may cause damage or harm if the weighted object should fall.
- The use of nails, tacks, staples, clear or duct tape, or other fasteners and similar materials on doors, windows, walls, furniture and equipment is prohibited.
- The use of blue painters tape for securing flyers is an approved fastener. - No posting the areas surrounding the Price Center water feature, from the fountain on Library Walk down to the bottom of the stairs in the Plaza.
- Posting is not allowed on the ground, windows, painted areas, or stone surfaces.
- As a courtesy, banners should be removed by the sponsoring organization upon conclusion of the advertised event.
- All posted materials will be removed every Sunday by University Centers Custodial Services staff.
- Leafleting is not permitted in University Centers Facilities.

### **RESERVATION STATUS**

- University Centers has 6 distinct types of reservations statuses: Confirmed, Contracted, Tentative, Cancelled, Wait List, and Web Request.
- "Confirmed" reservations mean that all terms, conditions and program details have been finalized between University Centers Personnel and the client. A status of "Confirmed" means the meeting or event is ready to occur.
- "Contracted" reservations mean that initial negotiations have begun between University Centers Personnel and the client. A status of "Contracted" means that items still need to be finalized.
- "Tentative" reservations mean that no negotiations have begun between University Centers Personnel

and the client. A status of "Tentative" means that a facility hold has been placed for a program until negotiations between University Centers Personnel and the client begin.

- "Cancelled" reservations mean that programs are no longer occurring. A status of "Cancelled" means that the facility holds for such programs have been released.
- "Wait List" reservations mean that presently another client has the facility hold on the desired date and space. A status of "Wait List" means that if the other client releases their facility hold, the reservation request will upgrade to the status of "Tentative."
- "Web Request" reservations mean that a request to book a space has been made directly on-line through the University Centers website. A status of "Web Request" does not ensure that the request will be processed and approved. The reservation status will be changed to one of the other statuses once processed University Centers Personnel.

### **SECURITY**

- University Centers may require the use of security for your program dependent upon factors such as the type of event, duration of event, expected demographic, and/or expected attendance.
- Clients will be responsible for all direct staffing costs associated with the use of security.
- All hired security must be approved through the UC San Diego Risk Management Office prior to working on campus.
- Please consult with your University Centers Event Coordinator as soon as possible for their security recommendation since most Security companies require a minimum of 2 weeks advance notice to provide the necessary staffing.

### **SMOKING POLICY**

- All UC San Diego locations and facilities are smoke and tobacco-free. Smoking, use of smokeless tobacco products, including e-cigarettes, are strictly prohibited. This Smoke and Tobacco-free Policy applies to all UC San Diego facilities, owned or leased, regardless of location.

### **SPECIAL SET-UPS**

- If your program requires a specialized set-up, please contact your University Centers Event Coordinator. This includes items such as exhibit booths, poster boards, and/or other unique items for your specific program. Additional approval may be required by UC San Diego Campus Police, UC San Diego Campus Fire Marshal, UC San Diego Environmental, Health & Safety, and UC San Diego Risk Management in certain circumstances.

### **TICKETING**

- The UC San Diego Box Office has the first right of refusal for all ticketed events on the UC San Diego Campus.
- Please contact the UC San Diego Box Office at (858) 534-8497 or at [boxoffice@ucsd.edu](mailto:boxoffice@ucsd.edu) for your Box Office needs.

### **TRITON ACTIVITIES PLANNER (TAP) FORM REQUIREMENT**

- A TAP Form may be required for your reservation to be confirmed. All TAP Forms must be started on-line at [tap.ucsd.edu](http://tap.ucsd.edu) at least 21 days in advance of your event date to be accepted. Failure to submit a TAP Form on time will cause your reservation request to be cancelled.
- If your group is a College recognized organization, you do not need to submit a TAP Form. University Centers requires the contact information of your College recognized organization advisor to serve as a secondary contact on all reservation confirmations.

A TAP Form is required for all on-campus events with the exception of basic meetings and Library Walk information tables. 'Basic' meetings are meetings that include just you and your members in an informal setting and are not advertised to the public. A meeting is no longer considered 'basic' if it includes any of the following:

- Open to the public
- Off-campus advertising
- The sale or value exchange of items or services
- Paid or unpaid off-campus speakers, performers or services

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- Amplified sound
- Food, Beverage, Pot Lucks attended by more than 25 people, BBQs, Alcohol
- Technical Services other than basic instructional media.
- Admission, Fund Raising, Monetary Donations.
- Takes place in a University Centers programming space (Ballrooms, Forum, Plaza, Theater, SSC Multipurpose Room [MPR], The Loft, Matthews Quad)