

University of California, San Diego
University Centers
Building and Office Use Guidelines

BUILDING USE GUIDELINES

General Statement

The following guidelines provide information regarding the appropriate use of the University Centers' facilities which include the Price Center, the Student Center, the Plaza, and related facilities. Failure to comply with any University Centers or UCSD policies including damage to UCSD and University Centers property or conducting activities that infringe on the rights of others may result in cancellation of the event, loss of rental privileges, additional charges, and/or referral to other campus agencies for appropriate action. The Campus Police, UCSD Fire Marshall, and/or Environmental Health and Safety Officials, if they deem appropriate, may also suspend, cancel, or close an event.

University Centers reserves the right to cancel any function before or during the activity, if the security and safety of the building and/or its occupants are threatened. For all events, the sponsoring groups will be held responsible for the conduct of those attending the activity. University Centers staff on duty will cooperate with the designated person to seek responsible action, but retains the ultimate authority if the activities are not being controlled according to UCSD and University Centers standards.

If there are any questions about potential hazards or safety issues concerning your event, please discuss this with the University Centers Operations Office staff. They are more than happy to work with you to ensure your event(s) are well planned and a success.

Hours

The Price Center and Student Center have specific and defined building hours. Events in these two buildings must end before the buildings close, unless authorization and arrangements have been made with the Operations Department. Office space must also be vacated before the buildings close.

Lounges and Commons Area

Lounge and commons areas in the University Centers facilities are spaces designed for relaxation, studying or visiting. Recognized student organizations and University departments may apply for special use of the lounges upon approval from the Reservations Manager.

Reserving Meeting Rooms

All meeting rooms in the Price Center and Student Center may be reserved through the University Centers Reservation Office. Reservations may be made in person, by

phone, or requested online at <http://pc-reservations.ucsd.edu/>. Reservations guidelines may be reviewed at <http://theuniversitycenters.ucsd.edu>.

Catering

UCSD Housing and Dining Services is the exclusive provider of catering in the Price Center. Exceptions may only be made in writing by the Catering Manager, 534-3688 or catering@ucsd.edu.

Distribution and Consumption of Alcohol

Alcoholic beverage service in the Price Center and the Student Center may only be provided and distributed by the UCSD Housing and Dining Services except in designated retail food outlets such as Porter's Pub and Round Table Pizza. In retail food outlets, only the contracted food provider may distribute and/or sell alcoholic beverages. Alcoholic beverages must be consumed in designated areas. For instance, if a reservation of the Price Center Ballroom includes the distribution of beer, the beer must be consumed within the Ballroom.

All requests that include the consumption of alcoholic beverages must be accompanied by a *UCSD Use of Alcoholic and/or Malt Beverage Form*. This form may be obtained from <http://adminrecords.ucsd.edu/ppm/docs/510-1.13exa.pdf>.

Lost and Found

EDNA (Information Services) accepts lost items which are held for one week then turned over to Campus Police which maintains the campus-wide lost and found. EDNA is located in the Price Center next to the Theater entrance, 534-EDNA. Campus Police is located in the Campus Services Complex-Building B, 534-4361.

Publications and Newspaper Racks

There are a variety of regularly published newspapers and magazines that are distributed from the University Centers. All magazines and newspapers must be placed in approved distribution stands. Distribution stands may be placed in designated areas only with written approval by the University Centers Director, Associate Director or her/his designee; to do so, submit a written request to the Associate Director outlining the publication, distribution schedule, and contact person. All distribution stands will be located in specifically designated locations as determined by University Centers' administration. The sponsoring organization is responsible for ensuring the newspapers are updated regularly. Outdated materials will be discarded. Materials without proper approval or improperly placed will be discarded.

Emergencies

The University Centers has comprehensive emergency procedure guidelines that are accessible via the University Centers' web page: <http://theuniversitycenters.ucsd.edu/facilities/policies/policies.html>. Please take the time to read and understand these important procedures.

Evacuation Procedures

Facility users will be notified of an emergency or threat to safety by an alarm, University Centers staff, UCSD Police, or local authorities. If necessary, the facility will be evacuated in a calm and orderly fashion. **DO NOT USE ELEVATORS.** In case of evacuation, all persons are to remain outside the building until they are instructed to return.

Fire Alarms

- Collect personal belongings and evacuate the building per building evacuation procedures.
- **DO NOT USE ELEVATORS** – Proceed to the nearest safe stairway.
- Help those who need special assistance.
- Wait for further instructions from emergency personnel or the University Centers Operations/House Manager.
- Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or the University Centers Operations/House Manager.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Do not return to the building until safe clearance has been given by emergency personnel.

Medical Emergency

- Remain calm.
- Assess the medical situation. Look for the victim's ABC's: Airways, Breathing, and Circulation.
- Conduct a visual survey of the scene and check for hazards (electrical wires, gas leaks, fires, etc.)
- **DO NOT** attempt to move an injured person unless it is required for their immediate safety.
- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone. Notify the police of the injured person and location.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- If an additional person is available to assist, instruct them where to wait to meet emergency personnel to help guide them to the injured person.

Fire Code Room Limits

Reserved space may not exceed occupancy capacity as determined by the UCSD Fire Marshall. If an event exceeds the occupancy limit, the event coordinator will be asked to help evacuate the necessary number of people to reach the appropriate limits. If necessary, the event will be stopped until enough people leave the venue to reach appropriate levels. If this does not work, the event will be canceled.

Candles and Open Flames

In University Center **program** spaces, only enclosed votive candles are allowed as table adornments (i.e., as a dinner table decoration) through UCSD Catering. For religious purposes, candles are allowed on head tables, altars, etc. Open flames are

not allowed in University Centers **conference** rooms. Candle light processions/vigils must use candles with drip guards, and must be accompanied by a designated person carrying a fire extinguisher for the duration of the procession. Processions/vigils are to extinguish candles prior to entering University Centers facilities.

Roller Blades, Skateboards, Bicycles

Roller blades, skateboards, bicycles, and similar devices are not to be operated in the University Centers.

Donations and Collections

Using University Centers' facilities for designated donations collection locations must be approved by University Centers Associate Director. Call the Reservations Office to begin this process, 534-ROOM (7666).

Damage and Loss

All individuals using the Price Center, Student Center, and surrounding areas are expected to take reasonable care when using the facilities. Accidental damage, repair and replacement costs are the responsibility of sponsoring organizations or individuals. Sponsoring organizations assume responsibility for any damage done to the University Centers by those attending their events/meetings.

Property of the University Centers such as furniture, artwork, displays, flags, etc., may not be moved or removed from the facilities without approval from the Director, Associate Director, or their designee.

OFFICE USE GUIDELINES

General Use

Offices are to be utilized for legitimate activities, meetings, gatherings, and functions consistent with the recognized purpose of the departmental unit and the curricular and co-curricular mission of the University.

It is expected that all staff and guests maintain an attitude of respect and civility and respond in a professional manner to UCSD students, staff, faculty, alumni and guests. Sleeping, overnight stays, or using the office space as a place of residence in any way by any individual is prohibited.

Keys

Keys will be allocated to each person assigned a lockable office space. All keys must be returned at the end employment with UCSD or upon separation from the particular department. The key policy may be obtained at Student Center Services or second floor of the Price Center, room 2.325, Leasing Coordinator's office.

Pets/Animals

Pets and animals of any kind are not allowed in University Centers facilities, with the exception of services dogs.

Office Cleanliness

Good standards of housekeeping are expected at all times. Help the custodial staff with the task of emptying trash and cleaning floors by putting trash into wastebaskets and keeping floors clear. Any food left out for extended periods of time (even crumbs) hinder pest control efforts.

Noise Levels

Other staff and students organizations neighbor your office. If your neighbors are too noisy, contact the University Centers at 534-7666 between 8 a.m. and 5 p.m.; after 5 p.m. contact EDNA at 534-EDNA. Departmental units and building occupants that are repeatedly cautioned about noise by the University Centers and fail to heed warnings risk disciplinary action. Music must be played at reasonable levels and contained in offices or leased areas. Those organizations that are given special permission to broadcast immediately outside their defined area(s), must keep music at a reasonable level and within the confines of the intended broadcast area.

No Alcohol or Illegal Drugs

The storage and/or consumption of alcohol and/or illegal drugs are not permitted in individual offices or adjacent spaces.

Smoking

Smoking is prohibited in all UCSD facilities. Smoking is prohibited within 25 feet of entrances to any campus facility.

Gambling

Gambling of any form is not allowed in UCSD facilities.

Refrigerators/Freezers

Only table-top type refrigerators/freezers are allowed in offices, and one per office. Full size refrigerators and/or freezers are not allowed. When found, office users will be asked to remove these units.

Avoid Fire Hazards

Cooking appliances, such as hot plates and coffee makers, and space heaters are not permitted. If you observe a fire, immediately call 911 from a campus phone, or 534-HELP (4356) from a cellular phone.

Personal Safety

All offices are equipped with locks. If you are alone in your office at night, use good judgment and lock your office. If you need an escort, call the Campus Safety Officer Escort Program at 534-9255.

Loss of Valuables

Individuals must take every reasonable precaution to protect themselves from loss or

damage. Do not store valuable personal possessions in your office. The University Centers and UCSD shall accept no responsibility for the theft or loss of monies, furnishings, equipment, supplies, valuables, or other effects owned or in the possession of an employee or guests thereof.

Conserve Power

One out of eight of the dollars of the budget of the University Centers is spent on utilities. To help conserve energy, turn out the lights to your office when you leave. If you have an office computer, turn the computer and the monitor off when you're done for the day.

Vandalism and Damage

If your space has been damaged or vandalized, notify the University Centers at 534-7666 or your immediate supervisor.

Physical Alterations to Your Office

Generally, altering or penetrating the floor, walls, ceilings, and doors is not permitted. Furniture, shelving, equipment, or items may not be attached to the walls, ceilings, or floors, doors or partitions without written permission of the University Centers maintenance supervisor. To submit such a request, submit a work order on line at <http://fixit.ucsd.edu>.

Furnishings

No additional furnishings, such as sofas, may be put into your space without the approval of the University Centers. Furnishings, such as sofas, must be fire-rated for public buildings. Furnishings obtained from home furnishing stores do not necessarily meet this criterion. A list of all approval furnishings for offices in the Student Center and the Price Center may be obtained from the Leasing Coordinator, Price Center 2.325.

Use of Meeting Space

There are many meeting rooms in the Price Center and the Student Center. If a meeting cannot be comfortably contained in offices, please contact the Reservations Desk (534-7666, 2nd Floor Price Center) to request a meeting room.

Other Regulations

In addition to the guidelines within this agreement, it is understood that all applicable federal, state, and municipal laws and ordinances, and all other University policies and procedures apply the use of your office space.