

ACTRI Building Special Events Form

Event Name _____ Event Date(s) _____ HS Reservation # _____

Event Contact _____ Phone: _____ Email: _____ Index# _____

If a section does not apply to your event please enter "N/A"

Event Information/Set-up

Description of your event:					
Target Audience (faculty, staff, medical students, public, etc):					
Estimated Attendance:					
Cost of Event to Attendees:					
<i>It is your responsibility to ensure that the rooms are reserved for the times you listed below. The information is used to schedule potential services regarding your event.</i>					
Event Date 1	Set-up Start Time:	Event Start Time:	Event End Time:	Breakdown End Time:	
Event Date 2	Set-up Start Time:	Event Start Time:	Event End Time:	Breakdown End Time:	
Event Date 3	Set-up Start Time:	Event Start Time:	Event End Time:	Breakdown End Time:	
Description of Food being provided (e.g. box lunches, buffet meal, appetizers, etc):					
Will you be serving Alcohol? Yes No					
If yes, please make sure to fill out the UCSD Alcohol form: http://blink.ucsd.edu/travel/entertainment/overview/university-hosted/alcohol.html					
Rooms being reserved:					
Rooms/Area			Dining Terrace	Yes	No
1W-210 (Auditorium)	Yes	No	West Terrace	Yes	No
Front Terrace	Yes	No	Interior Courtyard	Yes	No
Lobby	Yes	No	Other room (fill in)		
If reservations were made separately for each one please list each reservation ID:					
Provide the name and contact information of responsible person that will be on site the day of the event.					
Name	_____				
Cell Phone Number	_____	Email	_____		

Policies and Information

Before your reservation is confirmed you will need to agree that you understand the policies and information as listed below.

It is your responsibility to read all of this information thoroughly and relay it to any people setting up or attending the event. In some cases you may need to assign a coordinator/point person for an event to ensure that the policies are followed throughout your reserved event. Failure to do so may incur unexpected charges and/or denial of future events in the ACTRI building.

The answer to the most frequently asked questions are listed below.

General Information

- Food or drinks are not allowed in the auditorium at all times.
- Your request may be put on hold until we receive all necessary forms.
- Make sure you reserve all necessary set-up and breakdown time for your meetings. Due to the limited space, meetings/events can be scheduled “back-to-back” and you may not have the time needed to set-up or clean-up after your meetings.
- Facilities management is not available on weekends which means trash need to be disposed of by the reserving group or by hiring a third party. If your group will be disposing of trash please bring trash bags to replenish the existing trash containers. Trash should be disposed of at the dumpster that is located one floor below the lobby at the loading dock (accessible by elevator).
- A valid index or cost center number is always required in the event of loss and/or damages to furniture, fixtures and room A/V equipment.
- All individuals using shared meeting room(s) are expected to clean up after themselves. **This would include arranging tables and chairs back to the usual configuration of the room(s), erasing the white board(s), picking up all food items and trash, and generally leaving the room(s) in an orderly condition suitable for the next event.**
- The nearest parking structures are the following: 9450, P751, and P759. For any special parking inquiries please visit <http://transportation.ucsd.edu/parking/event.html> or for assistance over the phone (858) 822-2624, 7 a.m. – 5 p.m., weekdays. More information available on <http://transportation.ucsd.edu/contact/index.html#Event-and-visitor-parking>.

After-Hours Access (unlocking)

Unlocking

- The ACTRI building is unlocked from 6:30a-6:00p Monday-Friday.
- Rooms and access to floors will be scheduled according to the time you have on your reservation. Adjust the reservation if you need the rooms unlocked/locked at a different time to allow for set up, catering deliveries, etc.
- To help keep the building secure please let us know if the end time of your event changes. Additionally, please make sure you notify us if your event has been cancelled.
- Once we have received all forms necessary they will be sent to the building manager and they will coordinate with the La Jolla Medical Center Security to arrange the unlocking of the building.

Alcohol

- You must fill out the UCSD form if you are serving alcohol at your event. The form and all related polices are at: <http://blink.ucsd.edu/travel/entertainment/overview/university-hosted/alcohol.html#On-campus-event-instructions>
- Be prepared to answer the following questions and provide detail on the alcohol form:
 1. Who will monitor the alcohol consumption? (I.e. Barworks and appointed staff)
 2. How will the alcohol be monitored? (I.e. drink tickets, wrist bands- if event has underage attendees)
 3. Who will be providing the alcohol (i.e. Barworks)
 4. Beverage Limit: in most cases there is a 2 drink maximum (1 per serving hour). Stop serving alcohol at least 30 minutes prior to the end of the event.
 5. List beverages to be served (must also include non -alcoholic options). If serving beer, identify whether it is domestic (pour limits of 6 oz.) or imported (smaller pours of approx. 3-4 oz.). Imported beer and mixed drinks are generally not advised. Limit wine to 4 oz. pours.
- You can email the form to bic@ucsd.edu to get Facility Manager Approval.

Audio-Visual

- Turn off all equipment (especially projectors) after your event.
- Almost every room is equipped with the ability to project onto a screen, a computer, and some type of conference phone. Check <https://hsreservations.ucsd.edu/BrowseFacilities.aspx> (Click on the room name) for more information.
- There is no A/V support on weekends until further notice.

Catering (Food/Drink)

- You can choose any company to provide food for your event.
- Inform all [non-UCSD Catering](#) companies that they must park on the street and may NOT drive on to the concrete to deliver items.
- Ensure that you have the room reserved for the time they plan on delivering food.
- Make sure to dispose of all trash into trash cans after your event and ensure that all catering items have been removed from the room. Please bundle ALL trash in heavy weight trash bags and remove any excess to the dumpster that is located one floor below the lobby at the loading dock (accessible by elevator).
- When disposing food items- please do not dispose of beverages down the restroom sinks, please only flush beverages down the toilets instead. Ice cannot be disposed of in garbage cans. Ice may only be disposed of in restroom sinks IF you plan on staying until the ice melts, otherwise please take the ice back with the rest of the leftover food. If there are any spills, please clean them up immediately to prevent anyone from slipping/falling. If you are using a Catering service, please inform them of this as well.

Courtyards/Terraces

- You must reserve this space. If you have not reserved this space, modify your reservation at hsreservations.ucsd.edu.
- Interior Courtyard- For Weekend events- you must place a work order for Facilities Management for them to staff someone to unlock/lock the doors to the Interior Courtyard.
- There is no furniture (tables, chairs, trash cans) in the courtyard. You will need to rent all of these items from an outside company (i.e. Classic Party Rentals, Raphael's).
- There is no trash pick-up in this area please dispose of trash as mentioned above.
- Make sure there are ample pathways for people to walk and that noise is kept to a reasonable level. Be respectful of staff and other events in the building.

Reconfiguration of Rooms

- You cannot move any tables or chairs outside of a room/lobby/etc.
- You can only reconfigure the classrooms/conference rooms. All other rooms must remain in their original configuration.

Signage and Decorations

- If you need to post signage for your event, only use blue painter's tape and remove all signs after your event. Do not put any signs on the glass surfaces.
- **No confetti** is allowed to be used for decorations.

Trash Removal

- There are trash cans in most of the rooms and/or trash cans in a nearby hallway.
- If you have a larger event (100+) or have a smaller group that may generate more trash (I.e. box lunches, pizza boxes, etc), you should order an extra trash can or two from [Classic Party Rental](#) or [Raphael's](#)
- Make sure to dispose of all trash into these receptacles and do not fill the small cans that are in the rooms as there may be another event scheduled after yours.
- If trash is not disposed of properly your group may incur unexpected charges and/or denial of future events in the ACTRI building.

I have thoroughly read and agree to all of these ACTRI Building policies. I understand it is also my responsibility to notify attendees and any other responsible people of these policies.

<input type="radio"/> I Agree and understand these ACTRI Building policies	Date:
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