UC San Diego HEALTH SCIENCES

MET 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:

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.

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

Moving Services (there is a charge for this service- see Moving Services Section for more information)
You cannot do the following yourself. It can only be done by Moving Services.

Partitions			*Tables/Chairs*		
MET Auditorium Partition Opened	Yes	No	LC 141 Cleared	Yes	No
LC 141/143 Partition Opened	Yes	No	LC 143 Cleared	Yes	No
LC 143/145 Partition Opened	Yes	No	LC 145 Cleared	Yes	No

Other Configuration (it is highly recommended to attach a layout to ensure the rooms are set-up per your request):

Provide the name and contact information of responsible person that will be on site the day of the event.

Name	_____
Cell Phone Number	_____ Email _____

Last updated: July 2017

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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 MET building.

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

General Information

- Your request may be put on hold until we receive the SOM Core Course schedules for the academic quarter that your event occurs. The courses have first priority in these spaces and need to be accommodated. If a SOM Core Course conflict should arise, we will attempt to relocate your meeting to another room.
- Make sure you reserve all necessary set-up and breakdown time for your meetings. Due to the limited space, meetings can be scheduled "back-to-back" and you may not have the time needed to set-up or clean-up after your meetings.
- 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.**
- Vehicles should load-in/break-down from the east side of the MET building accessed via Osler Lane.
  No vehicle (motorized carts included) is allowed to drive or park on the decorative concrete.

After-Hours Access (unlocking, security, and keys)

Unlocking

- The MET building is unlocked from 7a-5:30p Monday-Friday. Exceptions are:
  - 120.27 (Conference Room) is unlocked from 7:30a-5:00pm Monday-Friday
  - MET 243 (Conference Room) is always locked and will need a key for access.
- 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.
- Rooms on the Lower Level, 2nd Floor (except 243), and 3rd floor are unlocked at all times. Access to the floor will be granted based upon your reservation.
- 1st Floor rooms (except 120.27) will be unlocked by Facilities Management and you can check out a key for after-hours access.
- 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.
- For events of 75+ people, we ask that all attendees wear badges/name tags to help any security/staff to identify attendees.

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Keys

- You can check out a key for: LC 141, LC 143, LC 145, MET Auditorium, and Conference Room 243.
- Keys can be picked up from the MET 330 front desk Monday-Friday from 8:00 am-4:00 pm..
- Keys must be returned by noon the following business day after your event.

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 hsrooms@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/BrowseForSpace.aspx (Click on the room name) for more information.
- For AV support or consultation please contact 619.543.4357 or email 3help@ucsd.edu.

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 decorative concrete to deliver items. Decorative concrete is located at the north and west facing sides of the building in addition to the center courtyard.
- 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. If you have excess trash, please bundle trash in heavy weight trash bags and remove any excess to the dumpsters on Osler Lane (Southeast corner of MET building). If you are certain there is not another event scheduled in the same space after your event (on the same day), you may leave the bundled trash in the room for pick-up by the evening custodial staff.
- 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.

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Classrooms (2ⁿᵈ and 3ʳᵈ Floor)

- No food or registration tables can be set-up outside of the room(s) you have reserved.
- If you reconfigure the furniture in the room, return it back to its original configuration. A sign is posted on the door of each room with the default room configuration.
- When moving tables please lift and not drag them around the room. Dragging damages the tables and floor.
- If you do plan on having food, please take all related trash out of the room or arrange trash cans/removal as the trash cans are small.

Courtyard

- You must reserve this space. If you have not reserved this space, modify your reservation at hsreservations.ucsd.edu.
- 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. If you leave full trash cans or bags they will not be picked up. Facilities Management will have to be notified to pick-up trash (for a fee).
- If your event is during business hours (M-F, 7:00 am-5:00 pm), 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.
- Please do not place tables up against the glass walls.

Learning Center Rooms (141, 143, 145)

- The tables and chairs in this room can only be reconfigured by Moving Services (for a charge). This also applies to opening and closing of the wall partitions.
- You cannot set up tables or leave trash in the corridor outside of the Learning Center rooms 141 – 145.
- Loading/Unloading for Catering and Furniture deliveries: Park on the East side of the building (as close as to the building as possible). Access the Learning Center rooms via corridor to open the glass doors on the North side of the building which can be used for catering and furniture set up/break down.

Learning Center Patio

- This space must be reserved and may only be reserved if you have reserved the Learning Centers.
- The patio is only the space immediately outside (about 10-15 feet) of the north-facing glass doors. Any expansion beyond that point will impact the normal flow of the campus.

Lower Level Rooms

- Your request for this area may be denied if you are not working with the UCSD Sim Center, PDC, or CFS.
- No food or registration tables can be set-up outside of the room(s) you have reserved.
- Please keep noise to a minimum to avoid disruption to the nearby offices, staff and other scheduled events.
- If you are using any of the Simulation rooms, make sure that you have indicated the equipment you will need on the request form.
- Do not prop open any door that provides access to the Lower Level. Access to the Lower Level is controlled by an electronic lock system and propping these doors open will disable the locking mechanism. If you need the doors unlocked before and/or after normal business hours (M-F, 7:00 am -5:30pm) make sure you have the room(s) reserved after-hours.

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MedEd Dean's Conference Room (120.27)

- You may NOT use the adjacent kitchen in this room. It is for the Admin Suite staff occupants only.
- As there are offices directly adjacent to this room, keep noise to a minimum. This includes the volume coming out of the projector.
- MedEd Deans have priority for this space – there may be a slight chance your meeting could be bumped.

MET Auditorium (Upper/Lower)

- There is a strict no Food or Beverages policy for the MET Auditorium (no exceptions).
  Plan to station a staff member at the auditorium door to monitor your guests to ensure no food/drink enters the auditorium.
- The MET Auditorium wall partition (dividing the lower and upper auditorium) can only be opened by Moving Services (for a charge).

Moving Services

- Moving Services will reconfigure LC 141,143,145 in any configuration possible with the tables and chairs in the rooms. They can also remove all tables and chairs from the rooms.
- Fill out the appropriate section and we will request for them to set-up the room in your configuration.
- The current rate is $60/hour per person providing the service. Typically each reconfiguration has a minimum of 2 people assigned. We can sometimes provide an estimate of costs based on past experience, but never an exact cost.
- You will be notified if there is not enough time to reconfigure the room before your desired set-up start time.

Reconfiguration of Rooms

- You cannot move any tables or chairs outside of a room.
- You can only reconfigure the classrooms/conference rooms on the 2nd and 3rd floors. All other rooms must remain in their original configuration.
- Reconfiguration of LC 141, 143, 145 can be done but only by Moving Services (they charge for this service)

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.

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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 (the custodial staff does not arrive until after 5:00 pm).
- You will be charged for trash removal service (provided by Facilities Management) if:
    o You have a large group (100 +) attending;
    o We find that the trash cans are overflowing after your event;
    o For most events in the Courtyard.
- We will email you for further information if we do need to schedule trash removal. If you would prefer to take care of it yourself, you can let us know at that time.
- If your event spans multiple dates, there will be multiple charges for trash removal

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

○ I Agree and understand these MET Building policies	Date:

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