

UCSD Medical Center Special Event Scheduling and Access Approval

All scheduled activities or events being held on the premises of the UCSD Medical Center must support the goals of the Institution by presenting a professional, competent and caring image. It is the general policy of UCSD Medical Center to limit use of its spaces in order to maintain an environment that is supportive of patients, patient's families, education, and research. All activities scheduled on the premises of UCSD Medical Center must receive approval from the EH&S Office. Please complete the following information and mail to MC 8235. All requests are subject to facility availability.

Name of Event Coordinator _____ Dept _____

Telephone/Extension _____ Pager No. _____ Mail Code _____

Name of Sponsoring Organization _____

Is this is a UC Affiliated Organization? Yes No Date of Event _____

Time of Event: Begin _____ am/pm End _____ am/pm (Events must end by 10pm)

Event Theme/Occasion _____

Entertainment or Displays Planned _____

Events supports the UCSD Medical Center's strategic Goals by _____

Request that the event be held at:

Hillcrest Auditorium Auditorium Lobby Area Auditorium Patio Area

Hillcrest Dining Rooms _____ Dining Patio Area

Medical Center Library/CTF Patio Area

Thornton Hospital Dining area Thornton Hospital Dining Patio

Other _____

REVIEWED AND APPROVED/NOT APPROVED BY

Fire Marshal

Date