

# 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.

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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 \_\_\_\_\_

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Entertainment or Displays Planned \_\_\_\_\_

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Events supports the UCSD Medical Center's strategic Goals by \_\_\_\_\_

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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 \_\_\_\_\_

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**REVIEWED AND APPROVED/NOT APPROVED BY**

\_\_\_\_\_  
Fire Marshal

\_\_\_\_\_  
Date