International House Facility Usage Agreement for ERC/ERC STUDENT ORGS

The following outlines our reservation agreement and parameters:

HOURS OF OPERATION

Setup, event and cleanup must take place during the following hours. Great Hall: Sun. thru Thurs. 8:00am-11pm, Fri. and Sat. 8:00am-12:00am; Asante Meeting Rooms: Mon. thru Thurs. 6pm-11pm, Fri. 6pm-12:00am, Sat. 8:00am-12:00am, Sun. 8:00am-11pm. Please refer to the Quiet Hours Policy in the ERC Res Life Handbook at http://ercreslife.ucsd.edu/handbook2005.pdf for further information. All events must be cleaned up and out of facility by closing times above. Penalty charges will be applied if the facilities are used outside those hours. Hours of use may be altered by the International House office. The hours of use for the patio outside the Great Hall may be more restricted due to impact on neighbors.

FACILITY MONITORS AND FEES

International House staff and/or a Facility Monitor are generally on site during events. The Facility Monitor/s will open and close the facilities and provide services such as set-up, clean-up, monitoring audio visual equipment, and trash removal. If you encounter any problems with the facility during your event, please contact a Facility Monitor to resolve the situation. ERC and ERC student orgs are charged a flat rate for event set-up, breakdown, and monitoring.

CLEANUP

You must restore the facilities to its same condition as existed when you or your group first entered the meeting spaces. If the kitchen is used, user clean-up includes general cleaning of counter-tops, burners, ovens, and sinks, and sweeping and mopping the kitchen floors clean of all food residue. Failure to leave the facility in good order may result in cleaning charges. You and/or your group are responsible for the behavior of your guests.

FURNITURE USAGE

Limited furniture is available. User will be responsible for any damage to or loss of furniture. Certain furniture items, including sofas, chairs, and others cannot be removed from the Great Hall space. Additional furniture may be brought in with approval of the International House office.

ALCOHOL USE

Users must adhere to campus policy (PPM510-1). A UCSD Use of Alcohol and/or Malt Beverages Approval Form must be fully completed, submitted and returned to the International House office three weeks before the event (or at the time of the booking, if it is within three weeks of the event). The International House office will submit the form to the UCSD Police Department for final approval and a faxed copy will be sent to the event contact and International House. Failure to obtain final approval from the Police Department will result in your group not being able to provide alcohol at your event.
AUDIOVISUAL EQUIPMENT

We maintain a limited inventory of audiovisual equipment. Equipment is delivered, monitored and set up by the I-House Facility Monitors at a flat hourly rate. Your organization is responsible for any loss or damage to audiovisual equipment. Should you need equipment that we do not carry in our inventory, contact UCSD Media Services (534-5784).

OFF-CAMPUS USER USE

Reservations have been made under your ERC department or ERC student organization for UCSD student-related activity. This reservation is non-transferable and we do not allow student organizations to make reservations on behalf of an outside organization. You will be responsible for communicating all facility arrangements with us. If an outside organization becomes involved as our primary contact and responsible for payment of all charges, off-campus rates will be charged or the reservation canceled.

INSURANCE

If you are contracting with outside agencies to participate as an exhibitor or provide services for your event, contact Risk Management (246-0369) to ensure the appropriate proof of insurance is obtained.

DECORATIONS

Decorations must be approved in advance. Decorations can be hung with blue tape up to 10ft above floor. Do not stand on furniture to hang decorations. A stepping stool is available upon request. Masking tape is not allowed. Candles in glass votive holders or candles enclosed in glass hurricanes may be used but require approval. We do not allow use of helium balloons, confetti or glitter. Failure to abide by these policies may result in additional charges. Groups will be responsible for any extra cleaning and/or removal charges.

PROPER NAMING OF INTERNATIONAL HOUSE FACILITIES

In any and all materials in which a reference is made to the location of the event (i.e. invitations, flyers, etc.), the location must be referred to as the International House Great Hall and/or International House Asante Meeting Rooms as appropriate.