International House Facility Usage Agreement for OFF-CAMPUS USERS

The following outlines our reservation agreement and parameters:

PAYMENT

Reservations are tentative until a deposit of 50% of total estimated fees is received. Full payment of estimated fees is due no later than one week prior to your event date. Please note that an invoice may be sent for payment for additional services such as extended usage hours or added equipment. Your reservation is subject to cancellation until payment is received. Please make check payable to "UC REGENTS". To ensure proper credit, mail payment along with a signed copy of this document to:

Stefanie Schmitz, Events Coordinator
International House, UCSD
9500 Gilman Drive, Mail Code 0550
La Jolla, CA  92093-0550

INSURANCE

A minimum of one million dollars in general liability insurance and one million in automobile insurance (if company or commercial vehicles will be used) is required naming "THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, ITS OFFICERS, AGENTS AND EMPLOYEES AS ADDITIONAL INSURED." The certificate must clearly state this information; otherwise, the certificate is unacceptable. If you will be using any contractors or if you have exhibitors participating in your event, EACH Company must provide a certificate of insurance with the requirements stated above. You may contact Risk Management (858-246-0369) if you have any questions. If Organization is taking liability insurance responsibility for the exhibitors and companies participating in the event, the Organization must include in the Certificate of Insurance under Description of Operations, the name of the event and indicate that their policy also covers the Exhibitors and Companies participating in the event. Please ensure we receive all insurance certificates no later than one week prior to your event date. We reserve the right to cancel your event if proof of insurance is not provided.

HOURS OF OPERATION

Events and event set-up and clean-up 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. 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 USAGE AND CLEAN-UP

You must restore the facilities to its same condition as existed when you or your group first entered the Great Hall/Asante Meeting Rooms. You and your group may not make alterations of, place, or attach any fixtures, signs or equipment in, about, or in the meeting spaces. User will be responsible for any damage to the facilities. Failure to leave the facility in good order may result in additional charges and/or denial of future usage. You and/or your group are responsible for the behavior of your guests. Children must not be allowed to run in or around the building.

FACILITY MONITORS

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 limited services such as standard set-up and clean-up and trash removal. If you encounter any problems with the facility during your event, please contact a Facility Monitor to resolve the situation.

FURNITURE USAGE

Limited furniture is available and included in the rental fees. Facility Monitors are responsible for furniture moving and storage. Users should not move furniture. 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 and will be placed at the discretion of the Facility Monitors for certain setups on the periphery of the Great Hall room. Additional furniture may be brought in with approval of the International House office.

REGISTRATION/ADMISSION FEES

Please inform us if you plan on charging registration or admission fees. For events in which an admission or registration fee is required, the user will be responsible for 12% of the gross proceeds or the room rental fee, whichever is greater.

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 and set up by I-House Facility Monitors. Your department 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 (858) 534-5784. International House staff is not responsible for the setup, running and maintenance of user provided or vendor provided equipment.

PUBLICITY

Unauthorized use of the name the "University of California" in any form including the term "UCSD" is prohibited. Any reference to the "University of California" and "UCSD" must be approved in writing prior to distribution.

CATERING & FOOD SERVICE

UCSD Catering, (858) 534-3688, http://catering.ucsd.edu/, has exclusive catering rights to the Great Hall and Asante meeting spaces. We do not allow any other caterers to provide service in our facilities and we do not allow departments/ off-campus users to bring in their own food/beverage.

INTERNET SERVICE

The International House facilities have wireless connectivity. Your computer must have a wireless card and you must have a campus network password. There is no charge for wireless service. To obtain a temporary login and password for guests or conference attendees please visit:

http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,1773,00.html

SPECIAL SETUPS AND EXHIBITS
Special setups may require additional fees. The International House and UCSD Fire Marshall must approve exhibit booths and poster boards in advance.

SECURITY

The International House accepts no responsibility for items that may be lost or stolen in its facilities.

PARKING

The closest available parking is located at the Pangea parking structure (an approximately 2 min walk to the I-House meeting spaces). Parking is free on Saturdays and Sundays. On weekdays, limited metered visitor parking is available. A $7 day use parking permit (subject to change) can be purchased from the Gilman or Northpoint Visitor Information Center. For more information about parking, contact UCSD Special Event Parking at (858) 822-2624 or visit http://parking.ucsd.edu/

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.

CANCELLATION

Deposit will be forfeited if event is cancelled by user. If event is cancelled within two weeks of event for Great Hall and 48 hours for Asante meeting rooms, remainder of estimated amount will be due.

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.