International House Facility Usage Agreement for UCSD DEPARTMENTS

The following outlines our reservation agreement and parameters:

RESERVATION STATUS

Reservations are tentative until a recharge number is received and a signed usage agreement is returned to the International House Director’s Office.

DEPARTMENT USE

Reservations have been made under your department for a UCSD department-related activity. This reservation is non-transferable and we do not allow departments or UCSD employees to make reservations on behalf of an outside organization. All charges must be processed through your department index number. You or your designated UCSD department staff member will be responsible for communicating all facility arrangements with us. If an outside organization becomes involved as our primary contact and is responsible for payment of all charges, the UCSD department rates are no longer valid and off-campus rates will be charged or the reservation canceled.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 (858-246-0369) to ensure the appropriate proof of insurance is obtained.

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 the 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 meeting spaces. 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. Caterers should remove equipment before the user group leaves. 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. UCSD departments are discounted rates for use of the International House facility. If less than 75% of the attendees are non-UCSD staff, students or faculty, off-campus room rental fees will apply. Admission with tickets must be handled through the UCSD Box Office. Please contact them at extension 40694 to make arrangements.

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 (extension 45784). International House staff is not responsible for the setup, running and maintenance of user provided or vendor provided equipment.

CATERING & FOOD SERVICE

UCSD Catering (extension 43688) has exclusive catering rights to the meeting spaces at the International House. We do not allow any other caterers to provide service in our facilities and we do not allow departments 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 University Centers and UCSD Fire Marshall must approve exhibit booths and poster boards in advance.

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 can be purchased from the Gilman or Northpoint Visitor Information Center. For more information about parking, contact UCSD Special Event Parking at 22624 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.

USE OF VENDORS

International House is not responsible for the ordering, delivery or setup of outside vendor equipment or services. The customer is responsible for contacting and making arrangements with any vendors (including on-campus vendors like Catering, Physical Plant Services, and Media Services) for any services or equipment ordered for use during events at the International House. The customer should inform the International House staff ahead of time of items ordered and delivery and pickup arrangements. Please note, delivery and pickup outside of the customer usage hours must be cleared with International House staff.

CANCELLATION

A cancellation fee of $50 for the Asante meeting rooms and $150 for the Great Hall will be charged for cancellations made with less than 48 hours for Asante rooms and two weeks for Great Hall.

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.