

## **International House Facility Usage Agreement for ERC/ERC STUDENT ORGS**

“User” is defined as the person or persons signing the Facility Use Agreement on behalf of ERC/ERC student organization. Users are responsible for the behavior of all guests attending their event.

The following outlines our reservation agreement and parameters:

### RESERVATION CONFIRMATION:

Reservations are considered tentative until a signed Facilities Use Agreement and an Index Number or check are received by the I-House Events Manager. If the signed Facilities Use Agreement and Index Number are not received by the Events Manager within two (2) weeks of making the reservation, the reservation will be cancelled.

### HOURS OF OPERATION:

All events, including setup and clean-up, must take place during the following hours—

**Great Hall:** Monday-Sunday, 8:00 a.m.-12:00 a.m. (midnight)

**Asante Meeting Rooms:** Monday – Friday 6:30 p.m.-12:00 a.m. (midnight), Saturday – Sunday 8:00 a.m. - 12:00 a.m. (midnight)

Please refer to the Quiet Hours Policy in the ERC Res Life Handbook at <http://ercreslife.ucsd.edu/handbook2005.pdf> for additional information.

If the facilities are used outside of the agreed upon hours (listed on page 1 of this document), the user risks losing his or her facility rental privileges. Hours of use are subject to change, and may be altered by the International House Director’s Office. Use of the East Patio and West Terrace outside the Great Hall are subject to further restrictions due to impact on neighbors. Amplified sound systems may not be used outside after 11:00 p.m.

### PAYMENT:

ERC and ERC student orgs are charged a flat rate of \$30 per hour for **BASIC** event set-up, breakdown, and monitoring during the time of the event. Please provide the departmental Index Number on the last page of the Facilities Use Agreement during the time of signage. This Index Number will not be recharged until the last day of the month that the event date falls within. Please note that an invoice

may be sent for payment for additional services such as extended usage hours, significant changes in layout, and/or added equipment or damages. Your reservation is subject to cancellation if payments are not received within the allotted time-frames.

#### FACILITY MONITORS:

International House staff and/or Facility Monitor(s) are on site during events. The Facility Monitor(s) will open / close the facilities and provide services such as **BASIC** set-up, clean-up, operation of audio visual equipment, and trash removal. In the event of an equipment or venue malfunction or facility-related concern during an event, please contact a Facility Monitor to resolve the situation. Facility Monitors are solely responsible for operating all audio/visual equipment and audio/visual requests must be made to the facility monitor(s).

#### FACILITY USAGE AND CLEAN-UP:

Users must leave the facilities as they were upon arrival. If the kitchen is used, user clean-up includes general cleaning of counter-tops, burners, ovens, and sinks; and sweeping/mopping the kitchen floors clean of all debris. Failure to leave the facility in proper order may result in an additional cleaning charge and loss of facility rental privileges. The user is responsible for the behavior of their guests.

#### FURNITURE USAGE:

Limited furniture is available such as sofas, rectangular/round tables and chairs. User will be responsible for any damage to or loss of furniture. All furniture must remain within the Great Hall or Asante classrooms at all times.

#### DAMAGES:

Your organization is responsible for the behavior of its guests, employees, patrons, and contractors. Any loss or damages occurring to the facility or equipment as a direct result of your event become the responsibility of your organization. The International House Director's Office reserves the right to charge all expenses to your organization for all repair damages and/or equipment replacement.

#### AUDIO/VISUAL EQUIPMENT:

International House maintains a limited inventory of audiovisual equipment in the Great Hall such as LCD Projectors, Screens, TV/VCR/DVD Players, and speakers. Equipment is delivered, monitored and set

up by the I-House Facility Monitors at a flat hourly rate of \$30 per hour. ERC/ERC STUDENT ORG is responsible for any loss or damage to audiovisual equipment. Users must provide the Event Manager with a precise Audio/Visual order no later than two (2) weeks prior to event start time. If changes are made to the equipment order with this two (2) week window or during the event, Users may be charged an additional fee at the discretion of the Event Manager and fees may vary. Users are not allowed to connect any personal audio/visual equipment to I-House equipment themselves. All audio/visual requests must be made to the Events Manager or Facility Monitor. No amplified sound is permitted outside of the Great Hall or the Asante Classrooms after 11:00 p.m.

If your program requires more advanced Audio Visual Equipment, please contact University Centers Technical Services Department at 858-534-0832. All requests require a minimum of 2 weeks advance notice to process. If University Centers cannot provide some type of Audio Visual Equipment for your program, for example Laptop Computers, these items may be available through the Campus Media Center at 858-534-5784. Clients are responsible for all fees associated with any lost or damaged Audio Visual Equipment as issued by University Centers.

#### USE OF VENDORS:

International House is not responsible for the ordering, delivery or setup of outside vendor equipment or services. The user is responsible for contacting and making arrangements with any vendor/s (including on-campus vendors such as UCSD Catering, Physical Plant Services, and Media Services) for any services or equipment ordered for use during events at the International House. The user must inform the International House Events Manager as to the items ordered as well as delivery and pickup arrangements as soon as the user is aware of this information. Please note, delivery and pick-up outside of the reserved event time must be cleared with the International House Events Manager. International House is unable to sign for receipt of shipments on behalf of the client and does not accept responsibility for items that are shipped to us or items that are left behind.

#### DECORATIONS:

Decorations must be approved in advance by the Events Manager. Candles in glass votive holders or candles enclosed in glass hurricanes may be used but require approval from the Events Manager. **We**

**do not allow use of helium balloons, confetti, glue or glitter.** Failure to abide by these policies will result in extra cleaning and/or removal charges and the loss of facility rental privileges.

#### CATERING & FOOD SERVICE

Users must contact UCSD Catering ((858) 534-3688, <http://catering.ucsd.edu/>) for all food and non-alcoholic beverages served at any event. I-House and ERC have the option of **choosing** UCSD Catering.

#### 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 Events Manager no later than four (4) weeks prior to the event (or at the time of the booking, if the Great Hall is reserved within four (4) weeks of the event). The International House Events Manager will submit the form to the UCSD Police Department for final approval and this process may take up to four (4) weeks for approval. Once approved, a faxed/e-mailed copy will be sent to the user and International House Events Manager. Without an Alcohol and/or Malt Beverages Approval Form signed by the UCSD Police Department the sale/service of alcohol will be prohibited during the event. The user must have the signed Alcohol Approval form at the event.

#### DEPARTMENT USE:

Reservations can be made under the department name 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 or for a personal occasion/event (i.e. weddings, birthdays, retirement parties etc.). All charges must be processed through the department's Index Number. The designated UCSD department staff member will be responsible for communicating all facility arrangements in a timely manner with the Events Manager. If a non-UCSD affiliated organization becomes involved as our primary contact and is responsible for payment of all charges, the UCSD department rates are no longer applicable and off-campus rates will apply or the reservation canceled per the Events Manager.

#### OFF-CAMPUS USERS:

ERC/ERC student orgs are not allowed to make facility reservations on behalf of non-ERC/ERC student organizations. 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, and the user risks losing facility rental privileges.

#### FUNDRAISING:

Please inform us if your organization intends to fundraise at the event. Your group must follow the guidelines outlined in the SOLO Student Handbook for fundraising, including submission of blue form, sale of tickets through the UCSD box office and documentation submitted to the University with accounting for the event and a copy of the receipt of donation to charity.

#### REGISTRATION/ADMISSION FEES:

Please inform us if you plan on charging registration or admission fees. UCSD departments receive discounted rates for use of the International House facility. If fewer 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 (858-534-0694).

#### SPECIAL SETUPS AND EXHIBITS:

Special setups may require additional fees. The International House and UCSD Fire Marshall must approve exhibit booths and poster boards no less than four (4) weeks in advance if a change in occupancy use, occupancy loading and exiting may be issues with certain events. Open flame, flammable/combustible liquids or gasses are not allowed.

#### MARKETING MATERIALS/COLLATERAL:

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 by the Events Manager no later than two (2) week prior to distribution. All materials in which a reference is made to the location of the event (i.e. invitations, flyers, etc.) must list the name of the venue as follows: "International House Great Hall" and/or "International House Asante Meeting Rooms."

#### 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 please visit:

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

#### PARKING:

The closest available parking is located at the Pangea Parking Structure, directly across the street from the Great Hall and the Asante Classrooms. The International House is not responsible for event parking or parking reservations unless otherwise previously agreed on. Contact UCSD Parking at [parking.ucsd.edu](http://parking.ucsd.edu) for more information.

#### INSURANCE:

If you are contracting with third party vendors to provide services for your event, contact Risk Management (858-246-0369) to ensure the appropriate proof of insurance is obtained. 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 third party vendor must provide a certificate of insurance with the requirements stated above.

If the 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 that the Events Manager receives all insurance certificates no later than two (2) weeks prior to your event date. We reserve the right to cancel an event if proof of insurance is not provided more than two (2) weeks prior to the event date.

#### DISABILITY RESOURCES:

The International House Facilities are equipped with ADA compliment resources including ramps, automated doors, and restroom accommodations. If your program require any specialized accommodations for those with special needs, please contact the Events Manager.

SECURITY:

The International House is not responsible for lost or stolen items. The Community Service Officer (CSO) Program serves the UCSD campus community by providing a campus safety escort service 365 days/year from sunset until 1:00 a.m. Details of the escort program can be found at:

<http://police.ucsd.edu/docs/cso.htm>

CANCELLATION:

As a matter of courtesy, please contact the I-House Events Manager no less than two (2) weeks prior to the event date if the event will be cancelled. If ERC/ERC student org fails to notify I-House of a cancelled event, then they risk the loss of facility rental privileges. Upon cancellation, the reserved time becomes available for other inquirers to confirm their reservations immediately.

Signed Facility Use Agreement Due Date: \_\_\_\_\_

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Index #: \_\_\_\_\_

I-House Events Manager Name: Ms. Aubrey Kwong \_\_\_\_\_

I-House Events Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THE ABOVE SIGNATURES CONFIRM THAT THE PARTIES HAVE READ AND APPROVE EACH AND ALL OF THE TERMS AND CONDITIONS SET FORTH AS WELL AS THE TERMS AND CONDITIONS AS SET FORTH IN ANY ATTACHED ORDER FORMS.

PLEASE RETURN SIGNED COPY TO: [ADKwong@UCSD.EDU](mailto:ADKwong@UCSD.EDU)