International House Facility Usage Agreement for OFF-CAMPUS USERS

"Users" is defined as the person or persons signing the Facility Use Agreement. 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 payment for the 50% of the total estimated fees deposit are received by the I-House Events Manager. If the signed Facilities Use Agreement and deposit 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:

A deposit of 50% of the total estimated fees is due at the time the signed Facilities Use Agreement is submitted to the Events Manager. Deposit will not be returned if the event is cancelled within two (2) weeks of the event date. The final balance is due no later than two (2) weeks before the event. 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.

Please make check payable to "UC REGENTS." To ensure proper credit, mail payment along with a signed copy of this document to:

Attention: Aubrey Kwong, Events Manager
International House, UCSD
9500 Gilman Drive, Mail Code 0550
La Jolla, CA 92093-0550

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 University Centers 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. 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. Open flames, combustible liquid or gases may not be used. Special exceptions may be given for religious events or special occasions but require prior 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.

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.

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 one (1) 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 or conference attendees 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 for more information.

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 third party vendor must provide a certificate of insurance with the requirements stated above. Contact UCSD Risk Management at 858-246-0369 with any questions. If the user is taking liability insurance responsibility for the exhibitors and companies participating in the event, the user 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. The user must ensure that the International House 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 within two (2) weeks prior to the event date.

If the International House must cancel an event due to the lack of proof of insurance, the deposit will not be returned to the User.

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:

Deposit will be forfeited if event is cancelled by user less than two (2) weeks prior to the event date or by the International House for lack of proof of insurance. If event is cancelled within one (1) week of event date, the remainder of the estimated amount will be due no later than the scheduled event date. 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: _____

Method of Payment (please check one option): CHECK_____ CASH_____

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