

International House Facility Usage Agreement for UCSD STUDENT ORGANIZATIONS

“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 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 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:

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 in. 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

If an Index Number will be used then 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 in. All charges must be processed through the UCSD Student Organization's Index Number, cash, or check via the TAP Program. Please visit <http://tap.ucsd.edu/portal/> for questions regarding the TAP Program.

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 a cleaning charge of \$100 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.

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.

AUDIOVISUAL 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. UCSD 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. 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.

STUDENT ORGANIZATION USE:

Reservations must be made under the UCSD Student Organization. This reservation is non-transferable and we do not allow UCSD Student Organization members to make reservations on behalf of an outside organization or for a personal occasion/event (i.e. weddings, birthdays, retirement parties etc.). The designated UCSD Student Organization representative will be responsible for communicating all facility arrangements in a timely manner with the Events Manager.

All charges must be processed through the UCSD Student Organization's Index Number, cash, or check via the TAP Program. Please visit <http://tap.ucsd.edu/portal/> for questions regarding the TAP Program.

OFF-CAMPUS USERS:

UCSD Student Organizations are not allowed to make facility reservations on behalf of non-UCSD affiliated 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.

TAP FORM:

Student Organizations must complete the TAP Form (<http://tap.ucsd.edu>) for all events that take place in the International House meeting spaces. You must have a TAP Form completed no later than 4 weeks prior to the event date. Please return a signed Facilities Usage Agreement to the I-House office upon completion of the TAP Form process. We reserve the right to cancel your reservation if there is no TAP Form after four (4) weeks prior to the event date.

FUNDRAISING:

Please inform us if your department 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 are 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 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. 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.****

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:

If UCSD Student Organization department fails to notify I-House of 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. Deposit will be forfeited if event is cancelled by user less than two (2) weeks prior to the event date. If event is cancelled within one (1) week of the event date for either the Great Hall or the Asante Classrooms, 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 _____ 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