

Organization: _____

Authorized Person: _____

UCI STUDENT CENTER - PROGRAMMING GUIDELINES

In order to ensure a successful event for your organization and to see that your event is consistent with the policies and procedures of the UCI Student Center and the University please take note of the following:

PLEASE DO...

- Follow the policies of the University of California and those of the UCI Student Center as applied by UCI Hospitality & Dining Services Building Managers and UCI Student Center staff.
 - Copies of the UC Policies pertaining to campus activities, organizations and students are available in the Office of the Dean of Students. UCI Student Center Policies are available at UCI Scheduling and Conference Services.
- Feel free to ask questions pertaining to your reservation.
- **Order all equipment you feel you need.**
 - **Orders MUST be made at least 10 working days before your event date (or additional charges may be applied to your event).**
- **Make a room diagram for your special events (subject to modification).**
- **Bring food to your event, but make sure you have an approved Food Permit. All Food Permits must be approved by Environmental Health & Safety.**
- Keep your door closed if your organization is playing music or singing.
- Ask for easels if you want to display posters or signs in your conference room(s).
- End your meeting on time (at or before the scheduled "post event" time).
- Ask for a copy of the catering policies if you are having a catered event.
- Fill out an "Amplified Sound Request Form" if you would like to have sound at your outdoor event. Please submit this form two weeks in advance of your event.

PLEASE DO NOT...

- **Attach any materials to any painted, glass, metal or wooden surfaces (ie. walls, handrails, doors, door frames, windows, etc.).**
- Hang any signs or banners on the outside of the Student Center.
- **Rearrange your room setup.** If you need a special setup in your room, please notify Scheduling & Conference Services **at least 10 working days in advance.** All special setups require a labor fee. Requests for setup changes made less than 10 working days in advance may incur extra charges.
- Park your vehicles on the Ring Mall, sidewalks or the Student Center Loading Dock. Vehicles in violation of this policy will be ticketed and/or towed.
- **Smoke or allow those attending your event to smoke anywhere in the building, the Terrace, or within 20 feet of any building entrance.**
- Bring any type of alcohol, illegal or controlled substance or weapons into the building. Violations will be immediately reported to the UCI Police Department and may result in the loss of University scheduling privileges.
- Borrow chairs from study areas for your meetings rooms or your information tables on Ring Mall (or any place else). You may rent tables and/or chairs from Scheduling & Conference Services for this purpose.
- Use fog or smoke machines, candles, incense or anything with an open flame in the UCI Student Center as they will set off the fire alarms. Votive candles are permitted at banquets with prior approval (**10 working days in advance**) from Scheduling & Conference Services.
- Bring animals or allow those attending your event to bring animals into the Student Center. An exception will be made for service dogs.
- Skate, rollerblade, skateboard or bring bicycles into the UCI Student Center; do not allow those attending your event to do so either.
- **Use glitter in the Student Center.**
- Serve red punch.
- Use liquid dyes, inks or paint products in the Student Center.
- **Let balloons float up to the ceiling - they block the air conditioning vents, please tie them down.**
- Block access to conference Rooms from Student Center Staff. Windows may not be covered and doors may not be blocked.
- Put hot or cold drinks directly onto the executive conference tables and furniture in the Aliso Beach and other Executive Conference Rooms. Instead, please use the coasters provided in the rooms.

Violations of any of the above guidelines may result in suspension of your reservation privileges.

Please call Scheduling & Conference Services at 824-5252 or stop by in person if you have any questions regarding these guidelines. Thank you for your cooperation!

I HAVE READ AND UNDERSTAND THE ABOVE GUIDELINES AND WILL ENSURE THAT MY ORGANIZATION WILL ADHERE TO ALL OF THESE GUIDELINES.

Signature _____

Date _____