

FACILITIES RENTAL POLICIES

Contact information included for your convenience

Please read carefully these policies

The IOA **does not offer event logistics support.**

Reserving party is responsible for coordinating **ALL** logistics such as audio-visual, catering, parking, signage, etc.
Contact information for these type of services is provided for the renter's convenience.

I. RESERVATIONS

1. Reservations must be requested in writing using this online form and will be confirmed in writing within 5 business days after request is received. **Reservations/contract are not valid until confirmed in writing by the IOA.**
2. **Reserving party must acknowledge receipt of confirmation** via email and reservations are non-transferable.
3. The Institute of the Americas (IOA), the Center for U.S.-Mexican Studies (US-MEX), and the Center for Iberian and Latin American Studies (CILAS), have priority over meeting spaces. Reservations can be requested and confirmed no more than 6 months in advance.

II. PAYMENT INFORMATION

1. By your reservation request/contract (valid once confirmed), you agree to abide by the policies as stated herein and to paying for rental and any other fees as specified.
2. The Institute **will only accept payment by credit card or check.**

III. CANCELLATIONS

1. Cancellations of reserved space must be received in writing at least 10 working days in advance of the event to avoid charges or penalties. The IOA reserves the right to charge the full rental fee for failure to give notice within this time frame. **The reserving party is responsible for cancelling any services they have contracted with other campus departments** (catering, PPS, etc.) or else liable for any charges/penalties they may charge.
2. If a cancelled event has been advertised or announced, reserving party has the responsibility of posting any necessary signs or announcements to notify the public.

IV. ACCESS TO MEETING SPACES (KEYS)

1. Reserving party must make arrangements to pick-up access keys **before the event and within Institute business hours of 9:00am - 5:00pm, Monday -Friday.** If the event is on Saturday or Sunday, the keys must be picked-up the Friday before.
2. **Keys must be returned immediately after the event,** the day after if it ends past 5:00 pm, or on the following Monday if the events falls on the weekend.
3. Physical Plant Services (PPS) has keys to the facilities but **UCSD Catering does not.** Reserving party must arrive before Catering to allow them in, and leave after they have cleaned up at the conclusion of the event.
4. Outside vendors such as party rentals or audio-visual companies **DO NOT** have the keys to the facilities so please remember to let them in for set-up.

**Institute of the Americas
Facilities Management**

Diana Rodríguez
Tel: (858) 453-5560 Ext. 103
Fax (858) 453-2165
diana@iamericas.org

Event Logistics

The Institute DOES NOT offer any logistics support for the events. Pertinent contact information is provided in the following for the renter's convenience.

V. ROOM SET-UP

1. Room set-up is the responsibility of the reserving party.
2. All users can use the existing tables and chairs:
 - The **Hojel Hall of the Americas** auditorium has permanent seating for 290 people.
 - The **Deutz Conference Room** has 10 tables and 80 chairs available. The standard set-up is board room/hollow square for 25 people.
 - The **Malamud Conference Room (at the Weaver Center)** has 15 tables & 150 chairs available. The standard set-up is boardroom/hollow square for 30 people. The green walls in the Weaver Center are not to be moved without permission and only banners/posters that can be hung from the existing top hooks are permitted. *Absolutely no taping or nailing on the walls is allowed.*
3. Furniture must not be removed from facilities and may not be placed outdoors.
4. Any **additional tables and chairs**, including those required for catering and meals must be ordered.
 - UCSD departments can contact Physical Plant Services (PPS) to order additional tables and chairs and to help with set-up.
 - Non-UCSD users can contract any party rental service to order additional tables and chairs and to help with set-up. The Institute recommends the companies mentioned on the right hand side but has no jurisdiction over contracted services.
5. Reserving party must request pick-up of any extra furniture and other items.
6. **All rooms must be returned to their standard format after the event.**
7. **Timer in the Malamud Conference Room automatically turns lights off at 8:00 pm.** Press the “**override**” button just before 8 pm or if lights go off. The button is located next to lights switch panel in the back wall behind podium, next to the equipment room.
8. Please handle furniture and equipment with care as particle-board items chip easily. **DO NOT SIT ON TABLES!** Full replacement in the amount of \$450 per table will be charged for any damage while the room is under your care.

VI. AUDIOVISUAL / MEDIA EQUIPMENT AND SERVICES

1. Space rental **does not include** use of built-in projector, microphones or any other necessary equipment. Access to audio-visual (A/V) rooms is restricted to media company.
2. Make sure you **include set-up and break-down time** in the rental as the room will not otherwise be available. Check with your audio-visual service provider to determine how much time is needed to set-up equipment for your event and if this time fits within the rental period.
3. Contract with UCSD Media Services for use of the Hojel Auditorium Media Station Box (located to the right of the stage that controls DVD/VHS player and wireless lavalier for front speakers only). For all other Audio-visual rental and support please contract with our media partner Voice & Video.
4. A telephone for internal UCSD calls only (5 digit extension) is located in the Copley International Conference Center and Weaver Conference Center. There are no telephones for outside calls provided.

Physical Plant Services (PPS)

Tel: (858) 534-6875

Customer Service

Tel: (858) 534-3944

Fax: (858) 534-2386

Online:

<http://blink.ucsd.edu/Blink/External/Topics/Sponsor/0,1362,12997,00.html>

PPS Referral Desk

Tel: (858) 534-2930

For emergencies, including plumbing, lighting. Custodial or other services required.

Party rental services in the area:

Raphaels Party Rental

www.raphaels.com

Classic Party Rental

<http://sandiego.classicpartyrent.com>

Audio-visual and Media Contacts:

Voice & Video Rentals

4909 Ruffner Street

San Diego, CA 92111

Tel: (858) 560-5000

Fax: (858) 560-9900

www.voiceandvideo.com

Ask for **Schuety**

or **Ken Gimbel**.

schuety@voiceandvideo.com

keng@voiceandvideo.com

For Hojel Auditorium

Media Station Box contact:

UCSD Media Services

Tel: 858-534-8265

Fax: 858-534-7180

mediaservices@ucsd.edu

<http://mediaservices.ucsd.edu>

VII. CATERING

- 1. Catering is the responsibility of the reserving party. Both the Copley and Weaver Centers have warming kitchens with a refrigerator and a sink. You are free to choose UCSD catering or an outside caterer to service your event.
- 2. Food and beverages are not allowed in the Hojel Auditorium (CopleyCenter), except water. Food service must be set-up in the Foyer or Plaza.
- 3. **Reserving party is responsible for leaving the kitchens clean immediately after the event.** This includes garbage, left over food and beverages, literature, brochures, signs, etc. **Please do not leave anything in the refrigerators after your event.**
- 4. Trash must be placed in plastic bags and taken out to the nearest dumpster, located to the right of the UC vehicles parking spaces between the CILAS and ERC buildings.
- 5. If you plan on serving alcohol during your event, the reserving party must comply with all applicable ABC requirements and complete the Use of Alcohol and/or Malt Beverages Form duly signed by the facilities manager (Hernan Nuñez, IOA). You can download form at the following website: <http://adminrecords.ucsd.edu/ppm/docs/510-1.13exa.pdf>
- 6. Cleaning charges incurred by the IOA for any necessary cleaning required after an event will be charged to the reserving party.

UCSD Catering
Tel: (858) 534-3688

Online menu:
<http://catering.ucsd.edu>

VIII. CLEAN-UP

- 1. **Custodial services** are available **Monday-Friday** from **5:30 p.m-1:30 a.m.** and **NOT available on Saturdays and Sundays.** **Reserving party is responsible for removing glasses, paper cups, napkins, literature or any other loose trash and placing it in the large metallic trash bins on International Lane.** You agree to leaving the facilities clean for other users.
NOTE: The IOA reserves the right to charge the reserving party for additional clean-up expenses that result from your event.
- 2. If you require additional custodial services or cleaning, you must arrange for these services through PPS at least four working days before the event.
NOTE: If you need immediate services or cleanup of restrooms just before or during your event, please contact PPS emergency number (858) 534-2930.

IX. PARKING

- 1. There is no free parking at UCSD except on Saturdays, Sundays and holidays. Fees are set by UCSD, can change, and parking tickets are issued by the state of California. This information is provided only as reference:
Weekdays: \$6.00 / day pass, \$3.00 evening (after 4:30pm), **Weekends:** Free
- 2. Guests may park at the Pangea Parking structure or in Lot# 357.
- 3. Reserving party is responsible for **instructing participants of location and fees**, and arranging parking through the UCSD Parking and Transportation Department. This may include permits, reserved spaces, and/or event signage.

UCSD Parking and Transportation

Ms. Alicia McElwee
Special Events Parking Coordinator
Tel: (858) 534-9681
Fax: (858) 534-9685
amcelwee@ucsd.edu

X. CONDUCT AND RESPONSIBILITY

- 1. Reserving party is responsible for the behavior of their guests and family members.
- 2. Reserving party agrees that any charge or expenses arising from the use of the Weaver and/or Copley Centers and Plaza will be charged to the reserving party and will remain the responsibility of the reserving party until paid. This includes theft or property damage occurring from the use of the facilities under this agreement.
- 3. The reserving party agrees to indemnify, hold harmless, and defend the Institute of the Americas and/or the UC Regents and their officers, employees and agents against any claims, loss, or liability arising from damage to or destruction of property or injury or death to persons occurring because of or related to this reservation.

V. EVENT PUBLICITY, SIGNAGE, AND PROPER USE OF NAMES ****

1. **The IOA is not responsible for taking calls, directing people, or answering questions from uninformed callers inquiring about your event.**
2. Reserving party must provide contact information on any and all event advertisements, including a specific contact name, telephone, fax, email and return address.
NOTE: Notifying Campus Information of your event is recommended. You should also provide information to University Communications if your event is open to the public and you would like to advertise it within the University and the media.
3. **Under no circumstance can the Institute's or UCSD's logos be used by the reserving party in their advertising, unless with expressed consent.**
4. Reserving party agrees to abide by the following restrictions on the use of the UCSD and Institute's name.
Reference to location must be preceded by "**To be held at**" "**the University of California, San Diego**" or its acronym "**UCSD**" or "**the Institute of the Americas Complex**" and should include the specific meeting place name: "**Hojel Auditorium**", "**Arango Foyer**", or "**Deutz Room**" (part of the "**Copley International Conference Center**") or "**Malamud Room at the Weaver Conference Center**".
5. **All announcements must state, in 10-point minimum font size, that the event is not sponsored by UCSD or by the Institute of the Americas.**
6. The Institute of the Americas (IOA) shall receive a copy of the announcement before the event is advertised to the public.
7. The University (UCSD) and/or the Insitute of the Americas have the right to cancel any event when any and all of these guidelines are not adhered to.
8. Easels must be used for signage. **No taping, clipping, tacking or nailing is allowed on any surface** . Failure to do so may result in a \$50 penalty.

Campus
Information
Tel: (858) 534-3362

University
Communications
Tel. (858) 534-3120

XIII. SECURING THE BUILDINGS & EVENT SECURITY

1. The reserving party is responsible for locking doors and making sure that everyone has vacated the building before locking and leaving the premises.
2. There will be a **\$50 charge** if you fail to return the keys no later than two working days after your event, and a **\$150 charge if keys are lost**.
3. Contact Campus Police if you wish to have a Campus Protection Agent (CPA) present during the event. A minimum of one week's notice is required to schedule this service.

UCSD Campus Police
Tel: (858) 534-4357

XIV. SAFETY MEASURE

Make sure to inform your audience about the location of the exits from the room, by pointing toward the "EXIT" signs, in case of an evacuation emergency.

XV. DAMAGES

Any damage to the facilities will be the responsibility of the reserving party and any expenses for necessary repairs will be charged to the reserving party.

XVI. SMOKING

Smoking is **not** allowed inside the facilities nor on UCSD campus.

XVII. NOISE

No loud noises, including excessively loud music (taped or live) is allowed during the day or in any way that is disruptive to nearby campus facilities and dorms.

The latest allowable time for evening users is 11:00pm.

The person on the reservation request, his/her company, organization, or UCSD department have read these policies and accept the reponsibilities deriving from renting space within the Institute of the Americas Complex as described herein.