

EVENT INFORMATION

Event Title:			
Event Type: (i.e. seminar, performance)			
Event Date(s):			
User Arrival Time: (setup start)		User Departure Time: (clean-up complete)	
Total Reservation Hours:		Expected Attendance:	
Event Space: Please indicate in comments section if you require any additional setup. (i.e. extra chairs in the auditorium or a different configuration for the atrium tables.)	Auditorium: <input type="checkbox"/>	Equipment Request	
	Atrium: <input type="checkbox"/>	Auditorium: <input type="checkbox"/> Projector <input type="checkbox"/> Mic: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalieri <input type="checkbox"/> Extra Chairs (Max 30)	
	Catering: Yes <input type="checkbox"/> No <input type="checkbox"/> (If 'Yes', extra trash cans must be ordered through campus facilities. www.fm.uci.edu)	Atrium: <input type="checkbox"/> Plasma Screen Displays <input type="checkbox"/> 6-ft. Tables (max 10) <input type="checkbox"/> Sandwich Signage Boards (max 10) <input type="checkbox"/> Easels (max 40)	
Additional Comments:			

PRIMARY EVENT CONTACT

Name:		Organization:	
Email Address:		Phone Number:	

BILLING INFORMATION

Payment Method:	<input type="checkbox"/> Recharge <input type="checkbox"/> Check	KFS ACCOUNT:	
Fiscal Contact Name:			
Fiscal Email Address:		Phone Number:	
Fiscal Billing Address:			

ESTIMATED COSTS (TO BE COMPLETED BY CALIT2 STAFF)

Facility Usage Fees:	
Equipment Rental Fees:	
Estimated Total Cost:	

POLICIES AND PROCEDURES

RESERVATION STATUS

Reservations are tentative until an account/fund (or check payment) is received and a completed usage agreement is submitted to Calit2. Reservation may be cancelled two weeks prior to the event without charge. Cancellation one week prior to event will incur a charge of 25% of total event costs. Cancellation three days prior will incur a 50% charge.

FACILITY USAGE AND CLEAN-UP

You must restore the facilities to the same condition as when you or your group first entered. Users will be responsible for any damage to the facilities. Failure to leave the facility in good order may result in additional charges for cleaning and/or repairs and possibly denial of future usage. You and/or your group are responsible for the behavior of your guests.

EQUIPMENT REPLACEMENT

Any damaged, lost or stolen equipment will be charged to you at replacement cost value.

CATERING AND FOOD SERVICE

Food and beverage are not permitted in the auditorium. However, catering is allowed in the atrium.

ALCOHOL USE

Users must adhere to campus policy (900-13D). A UCI Permit to Serve Alcoholic Beverages on Campus Form must be fully completed and submitted to Calit2. It is suggested that the form be provided to Calit2 three weeks before the event to allow time for the proper signatures. The form then must be submitted to the UCI Police Department for final approval, and failure to obtain final approval from the Police Department will result in your group not being able to provide alcohol at your event.

AUDIOVISUAL

The specialized equipment requires training authorization before usage. Training for the A/V equipment must be scheduled by the group at least 7 days prior to the event. Calit2 does not provide staff to monitor AV or computer needs during your event. It is the sole responsibility of the user to assign a member of the user group to train and serve this role during the event. Please contact Chris Battista (battista@calit2.uci.edu/x4-0295) or Mark Tameta (mtameta@calit2.uci.edu/x4-6900) to schedule the training.

BUILDING ACCESS

The main entrances and elevators in Calit2 are accessible Monday thru Friday from 7:00 am to 7:30 pm. Special arrangements are necessary for after-hour events. Please submit after-hour access requests to our facilities manager, Gregory Gallardo, gegallar@calit2.uci.edu/x4-4488, who will issue you a visitor access card and/or a set of hard keys. A \$25 deposit is required and will be fully reimbursed upon return of the keys.

EVENT SIGNAGE AND PUBLICITY MATERIALS

Signage for events held in Calit2 should only be displayed on easels and/or sandwich boards. Events can only be advertised as being sponsored by Calit2 with explicit approval from Calit2 personnel. Use of the Calit2 logo or name on signs or material must be reviewed by Calit2 staff.

OTHER REGULATIONS

In addition to the guidelines within this agreement, it is understood by your organization that all applicable federal, state, and municipal laws and ordinances, and all other University policies and procedures apply to your organization members and guests in their use of the Calit2 Building facilities.

The submission of the Usage Agreement Form acknowledges that you, as an authorized agent of the listed organization, and your group understand the obligations, and are willing to abide by the regulations regarding use of the Calit2 Building facilities and all applicable University and state laws and regulations.

The completed Usage Agreement Form and payment arrangement – account/fund for on-campus requests or check made payable to UC Regents for off-campus requests – should be sent to:

Calit2 Events Administration
4100 Calit2 Building
University of California, Irvine
Irvine, CA 92697-2800

The completed form can also be emailed to info@calit2.uci.edu or faxed to 949.824.8197.