

FACILITIES RENTAL REQUEST

Name of Organization/Requestor: _____
Address: _____ City/State/Zip Code _____
Contact Person(s): _____
Phone Number(s): (____) _____
E-mail(s): _____

Description of Event:

Name(s) of Speakers _____

Are you organizing this event on behalf of a State Agency? Yes No Federal Agency? Yes No

Requestor Name: _____ Signature _____ Date: _____

Rooms and Resources: <http://www.uchastings.edu/about/admin-offices/facilities/classrooms/index.php>

Would you like to schedule a site visit of our facilities? Yes No Possible Date?: _____

Will a fee be charged for attendance? Yes No If yes, price of attendance: \$ _____

Will funds of any sort be collected at the event (i.e., donations, food sales, etc.)? Yes No

Anticipated Attendance? _____ Will the event be scheduled after 6:00 p.m.? Yes No

Will the event be attended by persons other than UC Hastings students, staff, or faculty? Yes No

Will the event be open to UC Hastings Students? Yes No If yes, will they be charged a fee? Yes No

Will the event be on a weekend or holiday? Yes No Will live music be played? Yes No

Will food be served at the event? Yes No Catered by a licensed caterer? Yes No

If yes, name of caterer _____

Rental Rules:

1. Food service is allowed in designated rooms.
2. Beer and wine only, where served by a licensed caterer.
 - a. **Alcoholic Beverages:** Requests to serve alcohol must be made to the College Events Center.
For more information regarding the requirements for alcohol on campus: cec@uchastings.edu.
3. No cash transactions at campus events.
4. No games of chance; no fundraisers.
5. No live music.
6. UC Hastings, as a state institution, has a strict No Smoking policy.

7. Event posters and flyers may not be affixed to walls, doors, or windows; contact College Events Center for assistance with advertisement display.
8. Tables or chairs must not block access to aisles, corridors, or exits.
9. Staff and Public Safety availability is limited on weekends and holidays; last-minute changes to set ups, rooms, etc. may not be accommodated.

Skyroom Rules:

1. Submit a guest list to 100 McAllister Street Building Security Desk at least 24 hours in advance of the event.
2. Please use a College-approved caterer; College Events Center can provide a list of caterers.
3. If alcohol is served – beer and white wine only (no red wine) – it must be served by a licensed caterer in accordance with ABC regulations.
4. Remove all leftover food and beverages at the end of the event.
5. Use trash and recycling receptacles.
6. At the end of the event, close all windows and turn off the lights; inform the Security desk personnel that you and your guests have vacated the room.

Seating Arrangements, etc.

UC Hastings Facilities Department provides room set-ups, tables, chairs, and podiums. Set-up charges may apply.

Audio/Visual Equipment

Instructional Media Services provides microphones, videotaping, etc. Set up charges may apply.

Will your event need access to the UC Hastings WiFi Internet service? Yes No

Insurance Coverage

All non-UC Hastings entities hosting an event on the UC Hastings Campus will be required to provide a Certificate of Liability Insurance naming UC Hastings College of the Law as the certificate holder for \$1,000,000, and a refundable cleaning deposit of \$500.

ADA Compliance

Will your event require accommodations under the Americans with Disabilities Act? Yes No

If yes, please explain _____

UC Hasting Policy on Nondiscrimination

Policy on Nondiscrimination - The College is committed to a policy against legally impermissible, arbitrary or unreasonable discriminatory practices. All groups, including administration, faculty, student governments, College-owned student residence facilities and programs sponsored by the College, are governed by this policy of nondiscrimination. The College's policy on nondiscrimination is to comply fully with applicable law. The University of California Hastings College of the Law shall not discriminate unlawfully on the basis of race, color, religion, national origin, ancestry, disability, age, sex or sexual orientation. This nondiscrimination policy covers admissions, access and treatment in UC Hastings-sponsored programs and activities.

Check here that you have read and understood the UC Hastings Policy on Nondiscrimination: Yes

PLEASE NOTE: This facilities rental request is not confirmed until the College Event Center has sent a Rental Contract to the Organization/Requester noted above.

Submitting an incomplete Facilities Rental Request Form will delay the processing of your request and could result in denial of your request.

Check here to acknowledge that you have read and understood the above paragraph: Yes

Office Use Only

Date Received: _____

Approved: Yes No By: _____

Tentative Hold: Yes No Chief of Safety and Security: _____