The purpose of this document is to provide a clear explanation of the requirements for reserving space when using campus grounds and buildings, including indoor and outdoor venue space. In order to effectively manage the volume of requests, it is important to consider the following:

- **Reservation and Availability:** It is recommended to reserve space 3 weeks prior to the event for indoor rooms, and 1 week prior for outdoor rooms. Reservations are subject to university availability, so requests should be submitted as far in advance as possible.

- **Late Changes:** Changes to an existing reservation need to be made as far in advance as possible. Changes made within 15 days of the reservation need to be made as far in advance as possible.

- **Meeting Initial Event Intake-Client:** The initial event intake process includes gathering information about the event, such as the purpose, the date, the time, the location, and the expected number of attendees. This information is crucial for determining the resources needed for the event.

- **Equipment Needs:** The equipment needs should be specified in the initial event intake process. This includes any audio visual equipment, lighting, sound equipment, and technology needs.

- **Final Food Information/Food permits:** Final food information and food permits are required at least 2 weeks prior to the event. This includes details about the food being served and any necessary permits.

- **Fully Signed/Executed Contract:** A fully signed and executed contract is required at least 1 week prior to the event. This includes all details about the event, such as the venue, the time, the date, the expected number of attendees, and any additional terms and conditions.

- **Charges:** Charges apply for equipment rentals and setup labor. No charge for safety review. All tent setups and most stage setups must be approved. Tents, canopies, and water coolers must be approved by the university.

- **Liability Insurance:** The university requires liability insurance for all events. The insurance must be in effect for the duration of the event and must cover all participants, staff, and volunteers associated with the program.

- **Time, Place, and Manner Regulations:** Events must comply with university regulations regarding time, place, and manner. Events that are determined to pose a risk to personal safety, university property, or facility security will be rescheduled until such time that adequate and appropriate security can be provided.

- **Food Safety:** Food safety regulations are in place to ensure the safety of all attendees. All food must be prepared and served in accordance with the university's food safety regulations.

- **Local Regulations:** Any local regulations that apply to the event must be considered. This includes any regulations governing the use of alcohol, tobacco, or other substances.

- **Sound Use:** Sound use should be specified in the initial event intake process. This includes details about the sound equipment being used and any necessary permits.

- **Event Notes:** Event notes should be specified in the initial event intake process. This includes any additional notes about the event that may be helpful for the university to know.

- **Parking:** Parking services may be required for events with off-campus guests. The university requires basic parking needs, signs, traffic directors or parking attendees. Special requirements apply for minors attending without parent/guardian per UCI Risk Management guidelines.

- **Event Wind Load:** Event wind load should be specified in the initial event intake process. This includes details about the location of the event and any potential wind issues.

- **Event Layout:** Event layout should be specified in the initial event intake process. This includes details about the layout of the event and any potential layout issues.

- **Event Sponsor:** Event sponsor should be specified in the initial event intake process. This includes details about the sponsor of the event and any potential sponsor issues.

- **Event Ticketing:** Event ticketing should be specified in the initial event intake process. This includes details about the ticketing for the event and any potential ticketing issues.

- **Event Publicity:** Event publicity should be specified in the initial event intake process. This includes details about the publicity for the event and any potential publicity issues.

- **Event Information:** Event information should be specified in the initial event intake process. This includes details about the information for the event and any potential information issues.

- **Event Contact:** Event contact should be specified in the initial event intake process. This includes details about the contact for the event and any potential contact issues.

- **Event Fees:** Event fees should be specified in the initial event intake process. This includes details about the fees for the event and any potential fees issues.
LATE RESERVATIONS: New reservations need to be made with adequate lead time. Reservations made within 15 days of the event date are considered late. While Center will try to accommodate late reservation requests, staffing and resources may not be available or may be difficult to arrange last minute. If a late reservation can be contracted less than 10 days prior to the event start, a $50 late booking fee will apply. The late booking fee covers administrative costs only and is in addition to the standard costs associated with venues and resources to support the event.

LATE CHANGES: Changes to an existing reservation need to be made as far in advance as possible. Changes made within 15 days of the event date are considered late. While Center will try to accommodate late reservation requests, staffing and resources may not be available or may be difficult to arrange last minute. A $125 late change fee applies to each request for changes made with less than 10 days notice from the event start that affect Student Center & Event Services staffing including (but not limited to) layout changes, earlier pre/event start times or later post/event end times, adding an event lead or AV tech, etc. The late change fee covers administrative costs only and is in addition to the standard cost associated with the staffing or items being added to the reservation.