

FACILITIES RENTAL POLICIES

Please carefully read 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. Facilities are available 7 days a week.
2. Please note that facility rentals for nonaffiliated IOA groups for social events must occur during business hours (Monday – Friday, 9:00 AM – 5:00 PM).
3. Reservations must be requested in writing using this online form and will be confirmed in writing within five business days after request is received. Reservations/contract are not valid until confirmed in writing by the IOA.
4. Reserving party must acknowledge receipt of confirmation via email and reservations are non-transferable.
5. 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. Upon facilities request, you will receive a confirmation email. A week before your event, you will receive an invoice. It must be paid in full 72 hours before your event. Failure to do so will result in cancellation of your facilities reservation.
2. Additional last minute equipment requests will be invoiced following your event and must be paid within 24 hours.
3. The Institute will only accept payment by check, cash, or credit card. If paying by check please make it payable to: Institute of the Americas. Please send all checks to: 10111 N. Torrey Pines Road La Jolla, California 92037.
4. UC San Diego Recharge System is not available as a payment option.
5. 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.

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 period. The reserving party is responsible for cancelling any services they have contracted with other campus departments (catering, PPS, etc.) or will be 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 arrange to pick-up access keys before the event and within Institute business hours of 9:00 AM to 5:00 PM, Monday to 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. If the event ends past 5:00 PM, keys must be returned the following business day or the following Monday if the event 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 please remember to let them in for set-up.

Event Logistics

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

V. ROOM SET-UP

1. Room set-up is the responsibility of the reserving party.
2. The Hojel Hall of the Americas auditorium has permanent seating for 290 people.
3. The Deutz Conference Room has 10 tables and 80 chairs available.
4. The default set-up of the Deutz Conference Room is 13 tables in a U-shaped with 2 chairs per table.
5. The Malamud Conference Room (Weaver Center) has 12 tables & 150 chairs available.
6. The default set-up of the Malamud Conference Room is 11 tables in a U-shaped with 2 chairs per table.
7. The brown mobile walls in the Malamud Conference Room 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.
8. Furniture must not be removed from facilities and may not be placed outdoors.
9. Any additional tables and chairs, including those required for catering and meals must be ordered. Reserving party can contract any party rental service to order additional tables and chairs and to help with set-up. The Institute suggests the companies below but has no jurisdiction over contracted services.
10. Reserving party must request pick-up of any extra furniture and other items.
11. If the room set-up is changed, the renter is responsible for returning the tables and chairs into its default set-up.
12. Timer in the Malamud Conference Room automatically turns lights off at 8:00 PM. Press the "override" button just before 8:00 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.
13. Please handle furniture and equipment with care as particleboard items chip easily. **NOTE: PLEASE DO NOT SIT ON TABLES!**
14. Reserving party will be charged for any damage while the room is under your care.

Party rental services in the area

Raphaels Party Rental www.raphaels.com

Bright Rentals www.bright.com

VI. AUDIO-VISUAL / 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 designated tech personnel. Equipment is only available for use in the designated IOA meeting spaces.
2. An accurate equipment request should be made at the time of reservation, or a minimum of two weeks prior to event. Please consult the list for prices and inventory of equipment for each room.
3. Make sure you include set-up and breakdown time in the rental as the room will not otherwise be available. Check with your audio-visual service provider to determine how much time will be needed to set-up equipment for your event and if this time fits within the rental period.
4. The Hojel Auditorium Media Station Box is located to the right of the stage (controls DVD/VHS player and wireless lavalier for front speakers only).
5. 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.
6. For additional equipment or services, contact UCSD Media Services for pricing and availability.
7. Onsite IOA Tech Support is subject to availability for an additional charge.
8. Replacement cost for equipment that is lost or damaged will be charged to the reserving party.

UCSD Audio-Visual Event Services

(858) 534-8265

aves@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.
2. Food and beverages are not allowed in the Hojel Auditorium (Copley Center), 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, leftover 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. Per Regents Policy 5402, all full-service catering performed on-campus must be performed by UC San Diego Catering. In the event UC San Diego Catering cannot perform the services, before you can hire an outside catering company to perform service, you must receive approval from Labor Relations. To request Labor Relations review and approval, please complete and submit the [Rationale for Contracting Covered Services](#) form. Should you have any questions, please contact Labor Relations directly.
6. If your event will be serving alcohol, please refer to the following link: [UC San Diego's Alcohol Policy](#).
7. You will need to complete the following form: [Campus Events with Alcoholic Beverages](#).

UCSD Catering

(858) 534-3688

catering@ucsd.edu

<https://hdh.ucsd.edu/catering/pages/index.html>

PPS Referral Desk

(858) 534-2930

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

VIII. CLEAN-UP

1. Custodial services are available Monday to Friday from 5:30 PM to 10:30 PM and are 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. By reserving the space, you agree to leave the facilities clean for other guests. **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. UCSD does not offer free parking except on [university-designated holidays](#). Fees are set by UCSD and can change. Parking tickets are issued by the state of California. This information is provided only as reference: Weekdays: Before 5 PM – \$3/hour, After 5 PM – \$1.50/hour, \$30 daily maximum, Weekends: First hour free via app or pay station, \$1.50/hour, \$6 daily maximum.
2. Guests may park at the Pangea Parking structure or in Lot# P357.
3. Reserving party is responsible for instructing guests of location, fees, and arranging parking through the UCSD Parking and Transportation Department. This may include permits, reserved spaces, and/or event signage.

UCSD Parking

(858) 534-4223

parking@ucsd.edu

X. CONDUCT AND RESPONSIBILITY

1. Reserving party is responsible for the behavior of all their event's guests.
2. Reserving party agrees that any charge or expense arising from the use of the Weaver and/or Copley Centers and Plaza will be charged to the reserving party. It 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.

XI. EVENT PUBLICITY, SIGNAGE, AND PROPER USE OF NAMES

1. The Institute of the Americas is not responsible for taking calls, directing people, or answering questions from uninformed guests inquiring about your event.
2. 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.
3. Reserving party must provide contact information on 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 its media department. Under no circumstance, can the reserving party in their advertising use the Institute or UCSD's logos, 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 shall receive a copy of the announcement before the event is advertised to the public.
7. If the reserving party fails to adhere to any or all of these guidelines, the University (UCSD) and/or the Institute of the Americas have the right to cancel any event.

XII. SECURING THE BUILDINGS & EVENT SECURITY

1. The reserving party is responsible for locking doors and ensuring 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 within 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
(858) 534-4357

XIII. SAFETY MEASURE

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

XIV. 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.

XV. SMOKING

Smoking is NOT allowed inside the facilities nor on UCSD campus.

XVI. NOISE

No loud noises, including excessively loud music (taped or live) that is in any way disruptive to nearby campus facilities and dorms is allowed during the day. **NOTE:** The latest allowable time for evening users is 11:00 PM.

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