



f t i @UCSDREC RECREATION.UCSD.EDU

FACILITIES USAGE POLICIES

RESERVATIONS

It is the policy of the Recreation Department is to serve the students at UCSD first and foremost. This is accomplished by giving priority for activities to Intercollegiate Athletics and Campus Recreation. During the hours when the facilities are not in use by student programs in these units, they may be made available to others, including faculty and staff from the campus community. Any non-UCSD group needs a reservation for any use of Recreation Facilities. In addition, all groups looking to host a meeting or event must have a reservation to use Recreation Facilities. Priority will be given to student-sponsored programs and activities. All requests for reservations must be made in writing on our forms, although we will be glad to discuss availability if there are any questions. Events which are offered to UCSD students and are sports-related and educational in nature will be given priority.

Reservations may be made Monday through Friday, 8:00 a.m. - 4:30 p.m. at the Recreation Events Scheduling Office, 4th floor RIMAC building, or online using the appropriate Request Form. No organization shall reserve space on behalf of another group (with the exception to the Conference Services Office - per agreement with this office). Groups may not sell, sublease or transfer their reservation.

A description of the Recreation facilities and additional information is available from our office, or our website [**http://recreation.ucsd.edu**](http://recreation.ucsd.edu)

CHARGES

Charges for use of facilities include facility rental, personnel, set-up and clean-up, equipment rental (such as tables, chairs, trash containers and audio-visual), parking, operational overhead and applicable damage. The rates will be set by this office with the approval of the UCSD Recharge Rate Committee and will be adjusted at least annually. Billing to on-campus groups will be accomplished through the UCSD recharge system. Billing to off-campus users will be accomplished through the UCSD Billing Services invoice system. To hold a reservation for an off-campus user, a **non-refundable** payment of 30% of the total estimated charges must be made at the time of reservation. This prepayment is presumed to be the amount of damage sustained by the University due to the cancellation. 75% of the total estimated charges is due 30 days in advance of the event. The balance is due upon receipt of the bill

for actual costs incurred. For events scheduled by off-campus organizations, a notice of cancellation is required 30 days in advance of the event - when the next incremental deposit is required. Failure to make the deposit will result in the cancellation of the event, and the forfeiture of the 30% payment. For those users who have been delinquent in payment (paid more than 30 days after the event), 100% of the estimated total charges will be expected 30 days prior to the event to hold the reservation.

CHANGES

We are aware that occasionally there is a necessity for a change of pre-arranged reservations once a group has arrived on campus and the event has begun. The Recreation Events Scheduling Office will work diligently to accommodate these changes, providing the user with a written copy of the agreed-upon changes and a projection of any changes in cost. Any charges associated with the changes made-- i.e. staff support, supplies-- will be incorporated into the final bill reflecting actual costs. It is the responsibility of the user of the facilities to minimize these changes, bearing in mind that there are often multiple users in many facilities, all of whom must be accommodated.

ADVANCE PUBLICITY by OFF-CAMPUS ORGANIZATIONS

Off-campus organizations agree to submit all program information to the Recreation Events Scheduling Office for approval before printing. Publicity cannot be released until the event is approved in writing via the Triton Activities Planner (TAP process). Additionally, for off-campus users the *Facilities Use Agreement* must be signed, the deposit check of at least 30% of estimated expenses and insurance certificate and endorsement forms have been received by the University prior to any event publicity.

Advertising shall not indicate or infer University sponsorship or event endorsement of any kind. The user agrees to abide by the following restrictions of the use of the University's name: Use of the name "University of California-San Diego" or acronym "UCSD" or any similar term which identifies the University of California will always be preceded by the words "to be held at". All publications must state, in 10-point minimum print size, that the event is not sponsored or endorsed by the University of California.

LIABILITY INSURANCE

For on-campus users, the University of California self-insurance program is in effect for campus activities. For off-campus facilities users, UCSD requires that all events be covered for liability insurance. Under normal circumstances, the Business Office requires "policy or policies of insurance against the perils of bodily injury and property damage" with certificate requirements as follows:

- A certificate of insurance with "The Regents of The University of California" as Certificate Holder. See table below for details.
- Workers' Compensation Coverage
- A separate endorsement naming "The Regents of The University of California" as additional insured (i.e. CG 20 26 or CG 20 24 or comparable)

Certificate Requirements	Aquatic Events	Other Events (*See below for additional SMM if applicable)
General aggregate (bodily injury/property damage)	\$3,000,000	\$2,000,000
Personal and advertising injury	\$1,000,000	\$1,000,000
Each occurrence	\$1,000,000	\$1,000,000
Auto liability - Each occurrence	\$1,000,000	\$1,000,000

Special Events liability insurance is available for purchase to those organizations or individuals who do not currently have such coverage. A premium is charged on a daily basis, including liquor liability (if required). Arrangements for sponsorship for the event and insurance should be made through this Office.

*Sexual Misconduct and Molestation Liability Requirements

All groups working with minors must provide proof of Sexual Misconduct and Molestation insurance of at least \$1,000,000 per occurrence/ \$2,000,000 aggregate. Minimum requirements may be higher depending on the organization and activities planned on campus.

In order to secure the requested date(s) for the event, proof of insurance and sponsorship should be submitted to this office at least 15 to 30 days in advance (depending on size and type of event). **Please be advised that we reserve the right to cancel an event if the aforementioned insurance certificate and separate endorsement form are not submitted and approved by the University in advance of the event.** If you have further questions regarding insurance coverage please contact UCSD Risk Management at email address: ehsrisk@ucsd.edu or call (858) 534-3820.

EVENT SUPERVISION

In most cases, student sports and educational events will not require additional clean-up services, particularly if food and beverages are not served. All other events, regardless of size, will require the assignment of a clean-up crew by this office. There is a minimum cleaning charge to all users, typically ranging \$30-\$60 per hours, per event custodial staff, depending on the facility used. Double the minimum charge will be assessed if the facility is left in poor condition. In addition, the users will be assessed for damages.

Depending on the nature of the event and the facility rented, the assignment of an Event Supervisor is often necessary for events. The supervisor will be hired by this office and will arrange and oversee the set-up and clean-up of the event. They will be available for

emergencies and is also your contact person for all last-minute arrangements. The fee for the supervisor is \$20 per hour minimum, depending on the size and nature of the event.

FOOD AND BEVERAGE SERVICE

Events planned by on-campus groups/organizations are subject to the UCSD Policy 510-1, Section XIII – Use of University Properties: Consumption of Alcoholic and/or Malt Beverages. Adherence to this policy is mandatory; a copy is available in our office. For off-campus groups/organizations, the serving of alcoholic and/or malt beverages is strongly discouraged and prohibited in most of our facilities. ABC Board and UCSD approval are required for facilities where alcohol is permitted. An application form "Use of Alcoholic and/or Malt Beverages" will be forwarded to you if your application specifies an intention to serve such beverages. Special events liquor liability insurance is commercially available for purchase (see section on Insurance).

We reserve the right to be the exclusive seller of all food and beverages (concessions) and will retain 100% of all proceeds and gross revenue from those sales. Organizations are not permitted to sell, authorize the sale, or distribution of any food and beverages, to include the resale of donated food and beverage products.

We can assist you to make arrangements with the campus catering service. Catering is permitted by licensed caterers with health certificates. All servers shall possess food handler permits. Off-campus caterers must meet additional insurance requirements and must be approved in advance by this office. A cleaning deposit will be required of any off-campus caterers. University reserves the right to see copies of the Certificates or permits. Catered food and beverage are not to be sold on site. In the interest of public health and safety guidelines, it is acknowledged that there is no on-site kitchen or food preparation area available to Organization.

MERCHANDISING AND SPONSORSHIP PRODUCTS

No sales, authorization of sales, or distribution of merchandise, or special services are allowed without prior written approval from the Recreation Events Scheduling Office. A commission of 25% of gross revenue, plus applicable sales tax, for merchandise sold by Organization or vendors authorized by Organization, may apply for non-UCSD organizations. The Recreation Event Manager will perform a beginning and ending inventory of merchandise. Settlement will be completed at the end of the event in CASH.

Written requests must be made for distribution of sponsorship products and merchandise at least two weeks in advance of the event. Products and merchandise must be in a form of a sample or giveaway. Resale of donated items is not allowed.