

BOOKING FORM

SOM EVENT

CONTACT INFORMATION

Contact Name: _____ Phone #: _____

Department: _____ Email: _____

COA: _____

***REQUIRED: * Entity – *Fund – *Activity – Account – *Function – *Program – *Project – *Flex 1 – *Flex 2**

The following information is needed for the completion of billable work.

_____ Budget Owner's Name

_____ Signature

_____ Date

EVENT DETAILS

Name Of Event: _____ Number of People: _____

Date(s) of Event: _____ Optional Date(s): _____

Set-up Time: _____ Start Time: _____ End Time: _____ Dismantle Time: _____

Ed I	Ed II	SIM	OTHER
G650, 1670	104, 105, 106, 205	G71, G73	2 nd floor terrace, Courtyard

Indicate Room or Space:

Optional Room:

(In case the requested room is not available):

SOM Staff	UCR Campus	Community /Public	SOM Students	Faculty	Other

Indicate Attendees:

All Visitors must sign-in to Reception or send us a list for convenience.

Is Food Served: Yes No Name of Caterer/Setup Room #: _____

Caterers do not provide tables, please order on 2nd page.

Do You Need After-Hours Access: Yes No Timeframe: _____

SOM Building Business Hours (Mon – Fri 8am – 5pm)

Name Of SOM Staff Monitoring Before/After Hours: _____

Do you require a Digital Signage posted: Yes No *Please provide digital signage in jpg/png format.*

Is the Dean a guest speaker? Yes No Do you require the partition in rooms 104/106 open? Yes No

For Transportation Contact TAPS (951) 827-8277 Or Go To <https://transportation.ucr.edu/visitor-parking>

For IT Assistance Submit To https://ucrsupport.service-now.com/som_portal

Fees apply for after-hours, weekends, and specific IT Student Technician request.

AUTHORIZATION

BY MY INITIAL AND SIGNATURE, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE BOOKING FORM AGREEMENT, AS DEFINED.

_____ COA TO BE CHARGED IN CASE FACILITIES REQUIRES EXTRA CLEANING.

_____ COA TO BE CHARGED IN CASE OF DAMAGE TO FURNITURE, FLOOR, WALL, GLASS, ROOM, EQUIPMENT, ETC.

_____ Requestor's Name

_____ Signature

_____ Date

DISCLOSURE: Please refer to the rental fees below & the link for the Facilities Recharge Rates for delivery charges:
<https://facilities.ucr.edu/our-support-services/guide-services>

Quantity	Item	Items Rental Fee
	Chairs: Off-White Metal Folding	\$0.65/day
	Chairs: Executive — indoor use only	\$1.00/day
	Tables: 6' x 30"	\$2.50/day
	Tables: 8' x 30"	\$3.00/day
	Tables: 60" Round	\$4.00/day
	Tables: Cocktail — limited use.	\$13.50/day
	Canopies: 10' x 10' Blue	\$50.00/day
	Canopies: 10' x 20' Blue	\$75.00/day
	Canopy Backdrops: 10' x 10' White — set of 3	\$15.00/set/day
	Canopy Backdrops: 10' x 10' Dark Blue w/Gold University Seal	\$15.00/ea/day
	Backdrop Draperies: 8' x 10' Dark Blue — for Commencement Stage Only	\$4.00/panel/day
	Coat Racks	\$15.00/day
	Easels: Wood Frame	\$5.00/day
	Flags: American with pole	\$7.50/day
	Flags: Fiat Lux with pole	\$25.00/day
	Flags: California with pole	\$7.50/day
	Podiums: Free Standing	\$10.00/day
	Podiums: Table Top	\$10.00/day
	Podiums: Chancellor's — limited use.	\$50.00/day
	Podiums: Commencement	\$25.00/day
	Staging: Commencement 4' x 8' Section — limited use. Available in either 16" fixed height sections or 24"-40" variable height sections.	\$25.00/day
	Staging: Concert 4' x 8' Section. Available in 16"-24" variable height sections.	\$17.50/day
	UC Riverside Banners: Wood — Blue w/Gold lettering — for Commencement Staging Only.	\$25.00/day
	Fencing: 6' Section White	\$13.35/day
	Patio Heaters: Brass Reflective Propane — call for authorized usage	\$85.00/day
	Patio Heaters: White Reflective Propane — call for authorized usage	\$60.00/day
	Stanchions: Chrome Pole w/Blue Control Tape	\$5.00/day
	Stanchions: Metal Fabric — Dark Blue, Gold Cap	\$7.50/day
	Receptacles: Duo Trash and Recycle Boxes w/Liners(Approx. 1 needed per 30 attendees per meal). If receptacles are needed for a multi-day event, an additional service charge applies. See below.	\$15.00/first day
	Receptacles: Trash and Recycle Boxes Service Charge for Multi-day Event. Receptacle liners will be changed out.	\$5.00/each additional day
	Moving Crates	\$0.50/day