



BOOKING FORM

SOM EVENT

CONTACT INFORMATION

Contact/Host 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 G650, 1670	Ed II 104, 105, 106, 205	SIM G71, G73	OTHER 2 nd floor terrace, Courtyard
Indicate Room or Space:			Contact Chris Gatpandan x:27752	
Optional Room: <small>(In case the requested room is not available):</small>				

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 Room/Timeframe: _____
This applies to individuals who do not have SOM access badge after hours.
All after-hours and weekend recharge rates/fees apply to lock programming.
SOM Building Business Hours (Mon – Fri 8am – 5pm).

SOM Staff / Employee 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

Quantity	Item	
	Chairs: Off-White Metal Folding	<p>DISCLOSURE:</p> <p>Please refer to Campus Facilities Recharge Rates for delivery charges/ services:</p> <p>https://facilities.ucr.edu/our-support-services/guide-services</p> <p>Campus Facilities needs a minimum of 14 days' notice of the event, 7 days' notice for changes, and 2 days' notice for a cancellation. Otherwise, request may be denied.</p> <p>https://facilities.ucr.edu/our-support-services/event-requests</p>
	Chairs: Executive — indoor use only	
	Tables: 6' x 30"	
	Tables: 8' x 30"	
	Tables: 60" Round	
	Tables: Cocktail — limited use.	
	Canopies: 10' x 10' Blue	
	Canopies: 10' x 20' Blue	
	Canopy Backdrops: 10' x 10' White — set of 3	
	Canopy Backdrops: 10' x 10' Dark Blue w/Gold University Seal	
	Backdrop Draperies: 8' x 10' Dark Blue — for Commencement Stage Only	
	Coat Racks	
	Easels: Wood Frame	
	Flags: American with pole	
	Flags: Fiat Lux with pole	
	Flags: California with pole	
	Podium: SOM Free Standing	
	Podiums: Table Top	
	Podiums: Chancellor's — limited use.	
	Podiums: Commencement	
	Staging: Commencement 4' x 8' Section — limited use. Available in either 16" fixed height sections or 24"-40" variable height sections.	
	Staging: Concert 4' x 8' Section. Available in 16"-24" variable height sections.	
	UC Riverside Banners: Wood — Blue w/Gold lettering — for Commencement Staging Only.	
	Fencing: 6' Section White	
	Patio Heaters: Brass Reflective Propane — call for authorized usage	
	Patio Heaters: White Reflective Propane — call for authorized usage	
	Stanchions: Chrome Pole w/Blue Control Tape	
	Stanchions: Metal Fabric — Dark Blue, Gold Cap	
	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.	
	Receptacles: Trash and Recycle Boxes Service Charge for Multi-day Event. Receptacle liners will be changed out.	
	Moving Crates	