UC RIVERSIDE
School of Medicine
FACILITIES PLANNING

SCHOOL OF MEDICINE EVENT GUIDELINES

OVERVIEW & SCOPE

This document outlines the guidelines for planning and executing events within the School of Medicine's spaces. Its purpose is to ensure all events-whether student-led, faculty-driven, employee-based, or collaborative with campus partners, align with the School of Medicine's mission, maintain a professional and respectful environment, and comply with SOM policies. These guidelines promote fair and equitable scheduling of space, optimize usage, and create a transparent, efficient process that minimizes conflicts and disruptions to academic operations.

I. DEFINITIONS

A. Business Hours
1. School of Medicine Education I and II buildings are open Monday to Friday between
   8am – 5pm.
2. SOM Events held after hours or on weekends must have a security plan attached.

B. After Hours
School of Medicine Education I and II buildings closes 5pm Monday to Friday and is closed weekends.

C. Event
Any planned assembly, including but not limited to celebration; social gathering; lecture; forum; performance, concert; rally; speaker presentation; conference; seminar; and student RSO at which one or more of the following conditions apply:

1. Per the determination of designated School of Medicine officials, the planned assembly has the potential to significantly impact the safety, security, and/or services or operations of the campus based on an assessment of:
   - Proposed classroom location
   - Estimated number of participants/attendees
   - Date and day of the week
   - Time of day
   - Estimated duration
   - Proximity to other activities or locations that may interfere with or reduce the efficiency of implemented security measures
   - Security resources
   - Anticipated weather conditions

- Any objective and credible evidence regarding actual threats to campus safety and security
- Any similar viewpoint and content neutral considerations relevant in the assessment of campus safety, security and/or services or operations

D. Campus Event Request Pre-reviewer
Responsible for pre-screening the campus request for space prior sending to Facilities and/or space committee to review availability of space. This role is filled by the CFAO and Chief of Staff's executive assistants.

E. Non-University User
An individual not currently employed by UC Riverside, or an employee of UC Riverside acting outside the course and scope of their employment. This also refers to Registered Student Organizations at UCR, group associations, corporations, or other combination of individuals or entities that are neither academic nor administrative department of UC Riverside.

F. Registered Student Organization (RSO)
An organization composed of current UC Riverside students. Each organization is recognized by UC Riverside via annual registration through the Office of Student Life.

1. Only School of Medicine Division/Department Head and/or SOM staff employees are formally authorized to submit on behalf of the RSO.
2. Once approved, the Division/Department Representative/Delegate will submit the request through Facilities ServiceNow SOM Events: SOM Events Form.
   - *Non-RSO events will require a department representative to be on-site at all times when non-SOM students are present.*

G. Security Plan
1. **Restricted Access to Administrative Floors**
   - The fourth (4th) and fifth (5th) floors are administrative spaces and are strictly restricted to event attendees.
   - Staff may assist with opening the main lobby doors for guest access as needed.
2. **Staff Requirements for Major Events After Hours - Weekends**
   - All major events hosted in SOM buildings or on SOM properties must have an appropriate level of security staffing.
   - This requirement applies to all after-hours and weekend events.
3. **Event Organizer Responsibilities**
   - Event organizers must coordinate with SOM Facilities to ensure compliance with access restrictions and security staffing guidelines.

H. Sponsorship
The Sponsor is an SOM employee sponsoring the event for UCR, RSO, and Non-University User. The Sponsor includes financial responsibility for all aspects of hosting an Event, including, but not limited to security, associated logistical support, extra cleaning, and any resulting damages to furniture, floor, wall, glass, room, equipment at any School of Medicine Controlled Properties and the courtyard.

I. School of Medicine Controlled Properties and Buildings
The entire physical footprint of the School of Medicine Education I and Education II buildings, including, but not limited to every structure; facility; parking lot; as well as all grounds and the courtyard.

J. UC Riverside User
Any academic or non-academic unit, any other official UC Riverside entity, or any officially recognized part thereof, or any student government authorized by UC Riverside (Associated Students of UC Riverside and the Graduate Student association of UC Riverside).

K. Classroom Contact
The School of Medicine Facilities Planning department that manages reservations and schedules events.

II. ROLES AND RESPONSIBILITIES:

A. SOM Event Scheduler
1. Serves as the administrator of room usage for the Education I and II buildings.
2. Has the authority to schedule rooms for both educational and non-educational purposes.
3. Manages room availability and resource use.

B. Space Requestor
The individual, host, or entity requesting to host an event on School of Medicine Controlled Properties is classified in the following categories:

1. SOM Staff of Employee
2. UC Riverside User
3. Non-University User (must be SOM staff sponsored)
4. Registered Student Organization – RSO (must be SOM staff sponsored)
5. Responsibility
   - Responsible for submitting complete and accurate event booking form.
   - Provides all relevant details (date, time, attendee count, setup needs, COA if applicable, security requirements, etc.)

- Ensures compliance with all SOM and university-wide policies, including catering, custodial, and IT needs, if applicable.
- Maintaining the space conditions during event usage and must return the space to its original condition.

C. Event Scheduling Process Oversight
1. The scheduler manages and confirms all non-curriculum events only after all UCR campus courses, SOM curriculum schedules and academic activities are finalized.
2. The scheduler may propose alternate dates or locations to maximize space usage efficiency.

III. PROCESS AND PROCEDURES

A. Priority of Scheduling
1. Curriculum courses and curricular activities always take precedence over events and will be finalized first by the SOM Curriculum Scheduler. Event scheduling applies strictly to non-curricular activities, including but not limited to student organization events, staff meetings, lectures, workshops, social gatherings, external user events, and conferences. Curriculum courses and curricular activities are governed separately under the SOM Curriculum Scheduling Guidelines.
2. Due to space availability, events may be denied, and/or rescheduled, and/or moved based on curriculum needs.

B. Reservations
1. School of Medicine staff fills out the Booking Form and submits the booking form in the SOM EventsServiceLink at https://ucrsupport.service-now.com/som_portal?id=sc_cat_item&sys_id=b9de6e1147221a10674b809a516d4355.
2. The types of requests submitted using this form include:
   - New Event Request
   - Change / Update Current Event or Class

C. Event Status

1. Catered event requests must be submitted at least twenty-one (14) business days prior to the event date.
2. New non-catered events and room changes must be submitted at least (7) business days prior to the event date.
3. For catered events, tables are not provided by caterers. For every 30 people, the requestor must turn in an order of 1 table and 1 receptacle.

4. **In Review**: an Event or Major Event request pending review, additional details, booking form or approvals by Facilities Planning.
5. **Approved:** Event approved by the Facilities Planning.
6. **Not Approved:** Event not approved by Facilities Planning.
7. **Canceled:** Event that is rescheduled, postponed, or not approved by the Requestor or Facilities Planning. If the requestor is canceling a catered event, it requires at least 3 days' notice. Please contact (planning@medsch.ucr.edu | x:27906).

D. Confirmation

1. Requests for events will be considered after the curricular courses and activity requirements have been met.
2. All requests are tentative until written confirmation is sent to the requestor and/or sponsor.
3. No changes can be made within 2 business days of the date of the event.

E. Conditions and Restrictions

1. Event space requests will be based on the date of the submission of the **SOM Events** ServiceNow form.
2. Event organizers/requestors are responsible for arranging clean-up and are liable for any damage that may occur in School of Medicine Controlled Properties and Buildings.
3. Any receptacle or items removed, and any materials used are put back in their designated places after the event.
4. All classrooms must be restored to their original and clean state by the start of the next scheduled class or event. This includes ensuring that all desks, chairs, and other furniture are properly arranged.
5. Event Scheduler will determine if an event requires additional custodial services after to be provided and paid for by the event sponsor's COA.
6. Doors and hallways may not be blocked or propped open with chairs or other equipment.
7. Clean-up of trash, decorations, etc., is the responsibility of the sponsor/requestor/host, ensuring that the space is left in original condition and that all event attendees have left the premises at the end of the event.
8. If it is determined by Event Scheduler that a facility, the furnishings or surrounding area has been defaced or broken, a clean-up/repair and replacement charge will be assessed to the event sponsor/requestor.

F. Risk and Accountability

1. Event sponsors are fully responsible for:
   - Damages to furniture, equipment, facilities, or grounds.
   - Clean-up and restoration of spaces to original condition.
   - Compliance with SOM and UC Riverside safety, access, and event regulations.

G. Prohibited Items

1. To ensure safety and compliance, the following are strictly prohibited in all SOM facilities, including classrooms, courtyards, patios, and balconies:
   - Candles, heating devices, and any flammable materials.
   - Smoking (in both interior and exterior SOM spaces).
   - BBQ grills, air fryers, gas burners, and smoke machines.
   - Glitter, permanent markers, and other hazardous or damaging materials.

H. Decorations

1. Event sponsors must coordinate decorations with the School of Medicine Scheduler/Planner in advance.
2. Masking tape, scotch tape, tacks, nails, staples, etc., are not permitted on any surface in any of the School of Medicine facilities.
3. Paint, permanent markers, glitter, sand, dirt, or gel bead vase filler items are prohibited.

IV. SCHOOL OF MEDICINE FACILITY / BUILDINGS

A. Classrooms
School of Medicine Education I / II classrooms are available for use, and subject to availability:

1. Education I Building: Classrooms G650 and 1670
2. Education II Building: Classrooms 104, 105, 106, 205, 2nd floor terrace, and courtyard (depending on the type of event, may require permits).
3. See the reservations procedure section to book a classroom for an event.

B. Conference and Meeting Rooms
Conference and Meeting rooms are available for reservations by SOM Administration and Staff only.

C. Recharge Rates

1. Facilities Price Sheet
   See the Facilities Price Sheet [Event Requests | Facilities Services (ucr.edu)](#)

2. Recharge Rates
   The rates below have been approved by the Budget Advisory Committee (BAC)
   [Guide to Services | Facilities Services (ucr.edu)](#)