

SCHOOL OF MEDICINE EVENT GUIDELINES

I. 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. **All room reservations and event requests must be submitted through 25Live.**

A. 25Live System

The University's official event and space scheduling system used by the School of Medicine for:

1. Classroom reservations
2. Non-curricular event requests
3. Academic/curricular courses
4. Academic activities

B. Event Definition

Any planned assembly, including but not limited to: celebrations, social gatherings, lectures, forums, performances, concerts, rallies, speaker presentations, conferences, seminars, and student RSO activities.

II. ROLES AND RESPONSIBILITIES

A. SOM Event Scheduler

Serves as the administrator of room usage for the Education I and II buildings.

Responsibilities include:

- Reviewing event submissions in 25Live
- Verifying room availability and conflicts
- Coordinating approvals and compliance requirements
- Maintaining accuracy of the Student Master Calendar
- Managing room availability and resource use for both educational and non-educational purposes

- Managing and confirming all non-curriculum events only after all UCR campus courses, SOM curriculum schedules, and academic activities are finalized
- Proposing alternate dates or locations to maximize space usage efficiency when necessary
- Work with campus facilities to ensure the requested furniture, equipment, and additional services are available
- Submit for required building permits

B. Space Requestor

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

5. SOM Personnel
6. UC Riverside User
7. Event Sponsor - Non-University User (must be SOM staff sponsored)
8. Registered Student Organization – RSO (must be SOM staff-sponsored)

Space Requestor Responsibilities

- Submitting complete and accurate event information in 25Live
- Providing all relevant details (date, time, attendee count, setup needs, COA if applicable, etc.)
- Coordinating with the School of Medicine Scheduler/Planner in advance of any activity
- Ensuring compliance with all SOM and university-wide policies, including catering, custodial, and IT needs, if applicable
- Maintaining space conditions during event usage and returning the space to its original condition

C. SOM Personnel

Any individual employed by the School of Medicine, including faculty, staff, and administrative personnel, who may request event space or serve as a sponsor for non-university users or student organizations.

D. 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).

E. Event Sponsor - Non-University User

An SOM employee who sponsors an event for UCR users, RSOs, and Non-University Users. The Event Sponsor assumes financial responsibility for all aspects of hosting an event, including but not limited to security, associated logistical support, extra cleaning, and any resulting damage to furniture, floors, walls, glass, rooms, and equipment at any School of Medicine Controlled Properties and the courtyard.

F. Registered Student Organization

All SOM student sponsored events must be approved and submitted through 25Live by the SOM Representative.

III. PROCESS AND PROCEDURES

A. Curriculum Priority and Academic Scheduling

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.

Due to space availability, events may be denied, rescheduled, and/or moved based on curriculum needs.

B. How to Submit a Reservation

School of Medicine staff must submit space requests through 25Live:
<https://25live.collegenet.com/pro/ucr#!/home/>

Event space requests will be processed in the order they are received based on the date of submission in 25Live, subject to curriculum priority and blackout dates.

C. Event Status and Processing Timeline

An automated email response is generated after submission. The Scheduler will provide approval, denial, or follow-up information within 72 hours via email.

D. Blackout Dates

Event submission and approval are based on the academic calendaring schedule. Events are subject to blackout dates. Please refer to the facilities website for the current blackout dates schedule: <https://somfacilities.ucr.edu/school-medicine-reservable-spaces>

E. Event Change Request and Cancellations

Any changes to the approved event must be submitted through ServiceNow. Submit a Change Order request when additional modifications are required. Change orders include:

- Date or time changes
- Room changes
- Setup or resource changes
- Catering or custodial updates
- Event cancellations

IV. AFTER-HOURS AND WEEKEND EVENTS

Special Requirements for Events After 5:00 PM or on Weekends

Important: The 25Live system does not permit users to save or submit requests for events scheduled after 5:00 PM or on weekends. To request after-hours or weekend space, please clearly indicate the full requested timeframe in the "Additional Comments/Questions" field at the time of submission.

1. Enter your requested start-time and add 5pm for requested hours in the 'Date and Time' field
2. Add the **specific event times** for after-hours/weekend in the 'Additional Comments/Questions' field
3. Add additional information as needed
4. Identify the **SOM Personnel** responsible for ensuring building clearance of non-SOM personnel in the 'Additional Event Information' field

Who Is Responsible for After-hours and Weekend Events Building Clearance

- The identified SOM personnel are responsible for completing the building clearance walkthrough
- The walkthrough must be completed after the event concludes

Building Clearance Walkthrough Verification Checklist

Event Spaces

- All event spaces have been vacated
- No unauthorized individuals remain in the building
- Adjacent common areas and accessed floors have been checked

Building Security

- Doors and access points closed and secured
- No unlocked doors remain

Final Confirmation

- ❑ Conducted a walkthrough of floors 1–5 to ensure that all non-SOM personnel have exited the building

Event Status Categories:

- **Tentative:** An event request pending review for additional details in 25Live for approval by Facilities Planning
- **Approved/Confirmed:** Event approved by Facilities Planning
- **Denied:** Event not approved by Facilities Planning
- **Canceled:** Event that is rescheduled, postponed, or canceled by the Requestor or Facilities Planning

V. EVENT REQUIREMENTS AND RESTRICTIONS

A. Facility Care and Clean-Up Responsibilities

School of Medicine classrooms are dedicated academic spaces and must remain clean, orderly, and ready for instructional use at all times. Event organizers/requestors are responsible for the following:

- Ensuring all classrooms are restored to their original and clean state by the start of the next scheduled class or event, including proper arrangement of all desks, chairs, and other furniture
- Returning any receptacles or items removed to their designated places after the event
- Completing clean-up of trash, decorations, and all event materials
- Ensuring all event attendees have left the premises at the end of the event
- Liability for any damage that may occur in the School of Medicine Controlled Properties and Buildings: Includes Education I & Education II classrooms, conference rooms, terraces, courtyard, patio, and any associated interior or exterior SOM-managed spaces.

Note: The Event Scheduler will inspect the reserved space before and after the event to determine if an event requires additional custodial services are needed. COA to be provided and paid for by the sponsor's department.

B. Safety and Access Requirements

- Doors and hallways may not be blocked or propped open with chairs or other equipment

C. Prohibited Items and Materials

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, masking or scotch tape, tacks, nails, staples, paint, sand, dirt, or gel-bead vase fillers on any surface, including interior walls and acoustic paneling.
- Painters tape is permissible

D. Risk and Accountability

Event sponsors are fully responsible for:

- All damages to furniture, equipment, facilities, or grounds
- Complete clean-up and restoration of spaces to original condition
- Full compliance with SOM and UC Riverside safety, access, and event regulations

If the Event Scheduler determines that a facility, furnishings, or surrounding area has been defaced or broken, a clean-up/repair and replacement charge will be assessed to the event sponsor/requestor.

VI. AVAILABLE SPACES

A. Classrooms

School of Medicine Education I/II classrooms are available for events, subject to curriculum priority and availability:

- **Education I Building:** Classrooms G650 and 1670
- **Education II Building:** Classrooms 104, 105, 106, 205, 2nd floor terrace, and courtyard

Note: *Courtyard events may require permits depending on the type of event.*

B. Conference and Meeting Rooms

Conference and meeting rooms are available for reservations by SOM Administration and Staff only through ZOOM Room reservations. Conference rooms are reserved for staff meetings and are not permitted for events.

VII. ADDITIONAL RESOURCES

- **25Live System:** <https://25live.collegenet.com/pro/ucr#!/home/>
- **SOM Facilities Guidelines:** <https://somfacilities.ucr.edu/building-guidelines>
- **Workflows & Forms:** <https://somfacilities.ucr.edu/som-facilities-planning-forms-workflows>

- **Campus Facilities Recharge Rates:** See the Facilities Price Sheet Event Requests | Facilities Services (ucr.edu)
- **Recharge Rates:** Approved by the Budget Advisory Committee (BAC). See Guide to Services | Facilities Services (ucr.edu)

For questions or assistance, please contact:
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