Sacramento Campus Education Zone – Reservation Policies & Guidelines

APPROVAL PROCESS

Please note that all room reservation requests are PENDING when submitted online. You will receive a system-generated email and 6-digit request ID that confirms your request has been successfully submitted into the system for review.

All requests are reviewed and processed based on room availability and other pending requests in the queue. You will receive a subsequent email when your reservation request has been processed with status as either APPROVED or DENIED.

SCHEDULING PRIORITY

Please note that the Education Zone buildings are managed by the Schools of Health and scheduling priority will be given to degree program curriculum and core education programs for the School of Medicine and Betty Irene Moore School of Nursing.

MANAGING ROOM RESERVATIONS – "MY REQUESTS"

All room reservations (approved and pending) can be managed at any time using the "My Requests" tool on the Education Zone Resource Scheduling (EZRS) website. To access, select "My Requests" from the main menu on the EZRS home screen. The "My Requests" calendar will display all space requests you have submitted, their status (pending or approved), and an edit icon to update or cancel your reservation as needed.
https://somapp.ucdmc.ucdavis.edu/meded/scheduling/

CLASSROOM TECHNOLOGY

Education Zone spaces are equipped with an autologin computer. No login is necessary. An HDMI cable for laptops is provided at the podium or table depending on the room. All spaces have a projector screen or large LCD display(s). Camera(s) & microphone(s) are equipped in most rooms and can be utilized for Zoom/WebEx/Teams via the room computer. Handheld and lavalier (clip-on) mics are available in the large (60+ capacity) lecture halls and active learning classrooms.

Cameras and mics will not work with a laptop. Additional mics cannot be added to any space. Audio conferencing is available in all lecture halls and classrooms. Room controls are on the touch panel on the table/podium/wall of the room. Be sure to arrive early to familiarize yourself with the touch panel controls and to test your setup prior to your event.

Equipment Use Tutorials & Guides: https://somapp.ucdmc.ucdavis.edu/meded/scheduling/tutorials.cfm

AUDIO/VISUAL (AV) SUPPORT

AV staff are available to assist with room technology during business hours (Mon-Fri, 7:00am-5:00pm). If you have questions or experience problems while in a room, on the main screen there is a green help button on the touch panel for assistance. Press **"Help",** then select **"Tech"** and AV support staff will arrive within a few minutes to assist.

When reserving a room for your event, if advanced AV support is needed (one-off recordings, advance room training, document camera, etc.), check the AV support box and complete the section at the bottom of the room request form. AV support does not need to be requested in advance for basic PowerPoint presentation (please refer to the user tutorials linked above) or equipment listed in the previous section.

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BUILDING ACCESS

Each Education Zone building has one dedicated entrance available to guests and visitors from **7:00am-3:00pm, Monday – Friday**. Those locations are noted below. All other Education Zone entrances are cardkey access only. All UCDH badges have 24/7 access into the Education Zone buildings. Entry doors should NEVER be propped open as it will damage door hardware and may trigger an alarm and police response. UCDH staff should plan to meet and escort their guests inside the facility outside normal business hours.

Visitor Entrances:
Education/CHT: South lobby entrance (next to Scrubs Café & across from Blaisdell Medical Library)
Betty Irene Moore Hall: South entrance next to parking lot 19
ASB: South entrance across from BIMH

Building access for large weekend and evening events can be requested via the IT Service Now portal using the **"Cardkey- Holiday Schedule Change"** category. Please allow adequate time for your unlock request to be reviewed and processed prior to your event date. https://ucdh.service-now.com/itss

Submitting an unlock request reduces the security level for the building and should only be scheduled for a timeframe where the entry door being unlocked can be actively monitored by the event coordinator and hosting department. If you have any questions about how best to manage building access for an upcoming event, please contact the Education Zone team at **Education Zone Scheduler** in outlook.

DELIVERIES

The hosting department is responsible for coordinating and receiving any catering or material deliveries to the Education Zone buildings. There are no general reception areas. 20-minute loading/unloading parking is located on the south side of the Education Building (next to parking lot 12) and in parking lot 19 south of Betty Irene Moore Hall. Building street addresses are as follows:

Education Building/Center for Health & Technology: 4610 X Street, Sacramento CA 95817
Administrative Support Building: 2450 48th Street, Sacramento CA 95817
Betty Irene Moore Hall: 2570 48th Street, Sacramento CA 95817

TEMPORARY SIGNS & FLYERS

All meeting materials and temporary signs/flyers must be removed and/or disposed of at the conclusion of your event. **Please do not tape signs or flyers directly onto doors or walls**. Please utilize designated sign stands if available and/or digital screens throughout the building(s).

If you'd like to display your upcoming event information on digital screens in the Education Zone, submit a Digital Signage Request Form to *Public Affairs & Marketing*.

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SAFETY & SECURITY
To report an emergency, call 911. For all other non-emergency safety and security concerns, contact the *UC Davis Police Department* at 916-734-2555.

CLEANING/WASTE PICKUP
Classrooms and other reservable spaces are not cleaned until end of business day. To request waste pickup or urgent cleaning of any spills/stains during regular hours, please contact *Environmental Services (EVS)*
Email: **EVS Outlying Supervisors** (outlook inbox); evsoutlyingsupervisors@health.ucdavis.edu
EVS Non-Hospital Supervisor: 916-291-8828 (urgent requests)

CLASSROOM FURNITURE CONFIGURATION(S)
All reservable rooms can only be used in their default furniture configuration. Disconnecting classroom technology or altering furniture that is plugged into a power source is strictly prohibited. Education Zone buildings have a variety of room styles and capacities available for reservation, but they may not be altered or customized. Please review the individual room calendars in EZRS and select the "**Room Images**" button to view interior images of each space.

The only areas that allow for custom seating configurations are open layout common areas that can be set up for events and social gatherings with temporary furniture. See section on special event planning resources for more info.

PARKING
Information about visitor parking and other services for the UCDH Sacramento campus can be found on the *Parking & Transportation Services* website: https://health.ucdavis.edu/parking/
UCDH Parking Map

ROOM TEMPERATURE
Please contact the *Plant Operations & Maintenance (PO&M)* dispatch desk at 734-2763 to request temperature adjustment if your room is too hot or cold.

WIFI ACCESS
UCDH campus visitors can access WiFi in the Education Zone facilities using the "UCDHS-GUEST" network. There is no login or password required. Select the network name from your device's available WiFi networks and follow the acknowledgment screen when prompted.

OTHER ROOM RESERVATION RESOURCES
If the reservable spaces in the Education Zone do not fit the logistical needs or timeline for your event, you can view and reserve additional space options on campus using the links below.
UCDH Conference Services (Hospital/Health System buildings): https://intranet.ucdmc.ucdavis.edu/cs/
Aggie Square: https://aggiesquare.ucdavis.edu/room-reservations

SPECIAL EVENTS & CONFERENCES - PLANNING RESOURCES

SPECIAL EVENT FURNITURE RENTALS

Select event furniture can be ordered internally at no cost from *PO&M* via online service request in BEATS. When submitting the request in BEATS, select the service category **"Special Events"** and service code **"Event Tables, Chairs and Trash Cans"**

All requests are subject to staff and furniture availability, so please submit your BEATS request at the earliest opportunity. Note that the PO&M Move Crew works Mon-Fri only, approx. 7am-3pm and any furniture delivery/pickup for events must be scheduled within their regular work hours. **Please ensure your reservation time frame includes adequate time for delivery and pickup, including additional days before/after to account for PO&M availability if needed**

BEATS (PO&M service request portal):
https://us1.eam.hxgnsmartcloud.com/web/base/portallogindisp?tenant=UCDAVIS_PRD
Access to BEATS for new users can be requested via the IT catalog, using the category "BEATS Customer Portal"

Furniture rentals available from PO&M
Tables & Chairs: Folding chairs, Banquet folding tables (8-ft rectangular), Large round dining tables (seating for ~8), High-top cocktail tables

Large Trash Bins (Please order trash bins if serving catering in a large classroom or common area for your event. Regular building waste bins are meant to support daily classroom use and not meal service).

Stage (BIMH 1000* & Outdoor events only):
- Full stage (16' x 8')
- Half Stage (8' x 8')
  *For special events in BIMH #1000, a full or half stage setup can be requested by emailing **Education Zone Scheduler** at least (30) days prior to your event date. Late requests will not be considered for approval. Request approval will require adequate staff and classroom availability on the business days before & after your event. Note that stage setups are approved on a rare basis due to the frequency of classes held in BIMH 1000.

SPECIAL EVENT PERMITS

Do I need a Special Event Permit?
Events and large social gatherings taking place within the Education Zone almost always require an event permit from the UCDH campus Fire Marshal's office to ensure safety of event attendees, building occupants and overall campus community. Please review the document linked above for detailed info.

A special event permit is **REQUIRED** if any of the following apply to your event:
- 50+ attendees congregating in a non-classroom area (lobby, breezeway, courtyard, etc.)
- Existing classroom or common area altered with new elements brought into the space
  (ex: rental chairs/tables, poster displays, podium, photo booth, tents, food trucks)
- Catering service with hot food using Sterno/chafing fuel

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Event permit forms can be submitted online. Please allow adequate time for permit applications to be processed. For more information on permit requirements and how to apply online, please visit the UCDH Fire Marshal's website below or contact **fireprevention@health.ucdavis.edu**.
https://health.ucdavis.edu/fire/special-events-and-operational-permits

CATERING SERVICES

If your event is catered, please ensure your reservation includes time for delivery and pickup. For internal catering services, orders can be submitted online to *UCDH Food & Nutrition Services (FNS)* using the link below. FNS recommends submitting order requests 60-90 days prior to event date. Orders submitted less than 14 days before your event require special approval and may be subject to additional fees.
https://intranet.ucdmc.ucdavis.edu/food-nutrition/catering/index.shtml
Contact FNS with any inquiries at fnscatering@health.ucdavis.edu

Catering Policy/Covered Service

Per UCD policy, full-service catering is considered a covered service and UCDH FNS must be used for all events on Sacramento campus where food is being prepared and/or served by staff on-site. This does not apply for food drop-off where an outside vendor is delivering self-serve meals prepared offsite.
Catering Policy & Procedure

Non-University Caterers

If you choose to utilize external catering service for food delivery, plan to meet your vendor on-site to accept the delivery and escort them inside the building. See "Building Access" section on page 2 for a reminder of guest access hours and locations.

Alcohol Permits

There are restrictions on alcoholic beverage service at university events. Please review the site linked below for relevant policies and procedures. An online permit application can be submitted online for review by *UCD Conference & Event Services (CES)*.
https://ces.ucdavis.edu/requirements

AUDIO/VISUAL EQUIPMENT RENTALS

The Education Zone AV team can provide a portable podium (with microphone) for indoor events not inside a classroom (lobby, foyer, breezeway, etc). Please request this equipment in the AV support section when submitting your space reservation request.
For additional AV equipment rental needs in non-classroom areas, please contact *UCDH Conference Services.*
https://intranet.ucdmc.ucdavis.edu/cs/about.shtml

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POSTER BOARDS

Mobile, double-sided poster boards can be rented from UCD Special Services for academic events with poster presentations: https://supplychain.ucdavis.edu/services/special-services/event-rental

Due to space constraints and safety regulations, the only indoor venues that can accommodate poster board displays for events are Education Building 1st floor lobby, 2nd floor North Foyer, 2nd Floor Breezeway and 3rd Floor Breezeway. Quantity and layout of boards is subject to Fire Marshal approval.

When reserving any of the above common areas for your event's poster displays, please include delivery and pickup windows when booking your reservation time, especially if being delivered or picked up on dates before/after your event.

AMPLIFIED SOUND

Event noise levels in the campus building common areas should be respectful of building occupants. Music should only be played in the background at an ambient level.

PARKING

Information about visitor parking and other services for the UCDH campus can be found on the *Parking & Transportation Services* website. Special event services including reserved parking spaces/permits, wayfinding signage, and shuttle service can be requested and purchased using the Special Events Form provided on the PATS website.
https://health.ucdavis.edu/parking/
UCDH Parking Map

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CONTACT INFO AT-A-GLANCE

Information Technology (Temporary building unlock requests)
https://ucdh.service-now.com/itss (search "Cardkey - Holiday Schedule Change")
916-734-4357 (IT Help Desk)

Classroom AV Support
Press **"HELP"** at classroom podium for on-site assistance
Email **SOM AV Support** for any questions prior to reservation date

Environmental Services
916-291-8288 (outlying supervisor direct line)

Plant Operations & Maintenance (HVAC, air temp issues)
916-734-2763

Parking & Transportation Services (reserved stalls, other event services)
916-734-2687

Fire Marshal's Office (special event permits)
916-734-1223
fireprevention@health.ucdavis.edu