BEFORE THE EVENT…

AUDIO/VISUAL:
Before reserving space for your event, confirm that the room is pre-equipped with AV equipment you require. A list of resources and images are available on the scheduling website.

BUILDING ACCESS:
The main doors are open Monday – Friday, 7:00 AM – 6:00 PM. For access to the building outside normal hours, submit an Employee Self Service online work order using the “Cardkey- Holiday Schedule Change” function.

CLEAN UP:
The coordinator making the reservation is required to return the room to condition found. Please return chairs and tables to their predetermined positions. For events that require extensive cleanup (e.g. catered event) pre-schedule clean-up with Environmental Services.

EXTRA FURNITURE:
The coordinator making reservation is to work with Conference Services for extra tables and/or chairs. For furniture set up outside the rooms (e.g. lobby, hallway), submit an online request to Plant Operations and Management (PO&M) Services with a minimum of 7 working days before the event.

FIRE MARTIAL CODE:
Please review the Event Floor Plans on the scheduling system web site. All conferences and events that alter the normal furniture configuration require a Fire permit that can be found here: http://www.ucdmc.ucdavis.edu/fire/.

FOOD AND DRINK:
Alcohol – If alcohol (wine & beer) is being served at your event, an Alcohol Permit Form must be submitted to Special Events.
Catering – If your event is catered, please ensure your reservation allows time for food setup and clean up. For internal catering services, please contact Food & Nutrition Services. For a pre-approved list of caterers, contact Special Events. If your event involves catering on the first floor of the CHT Building please request use of the catering kitchen in your reservation.

MODIFICATION TO RESERVATION(S)
Modifications to a non-approved request can be made using the My Requests tab by the coordinator. If the event has been approved and changes are required, please contact the Resources Coordinator at SOHEP.Schedule.Coordinator@ucdavis.edu or 916-734-2358.

PARKING:
To ensure parking spaces and/or directional signage for outside guests, contact Parking Services.

SET-UP AND CONFIGURATION:
Images of default set-up are available for each room on the scheduling website. Refer also to the “Audio/Visual” section above.
DURING THE EVENT...

COURTESY:
Please keep noise to a minimum if you have reserved open spaces (e.g. lobby) as classes are in session throughout the building.

POINT OF CONTACT:
Please ensure that the assigned “Point of Contact” is on site for the duration of the event should there be an emergency or AV-related issue, etc. This person must make certain the room is left exactly as found.

ROOM TEMPERATURE:
Please contact PO&M Services if the room is too hot or cold.

SAFETY & SECURITY:
To report an emergency, call 911. Contact the UC Davis Police Department for non-emergency safety and security concerns. Fire extinguishers, alarms and evacuation signs are located near all stairwells.

WHEN THE EVENT HAS FINISHED...

CLEAN UP:
The coordinator making the reservation is required to return all tables and chairs to original arrangement. All trash and event materials must be removed and/or disposed of properly. By default, carpets are not vacuumed and tables are not wiped down after every event. As such, please contact Environmental Services if special attention is needed.

IMPORTANT CONTACTS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Website</th>
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