

PRE-EVENT

AUDIO/VISUAL:

When reserving space for your event, confirm that the room is equipped with A/V equipment you require. Each room calendar in the scheduling system has a comprehensive listing of that room's amenities & tech capabilities along with interior room images for reference. If you require A/V support or equipment beyond what comes standard in your room, please indicate your support needs in the dedicated comment field at the bottom section of the reservation request page.

BUILDING ACCESS:

The main doors to all Education Zone buildings are unlocked Monday – Friday, 6:45 AM – 6:00 PM and main entry doors are accessible by all UCDH badge holders 24/7. Entry doors are NEVER to be propped open as it will trigger an alarm. To request unlocking of doors for non-badge holders outside of normal hours, submit an access request via the online *Employee Self Service* portal using the “Cardkey- Holiday Schedule Change” category. <https://ess.ucdmc.ucdavis.edu/src/secure/main.jsp#services/home>

FURNITURE:

If tables & chairs are needed for your event, submit an online request to *Plant Operations & Maintenance (PO&M)* a minimum of 7 business days before the event. <http://intranet.ucdmc.ucdavis.edu/pom/>

FIRE CODE & FIRE PERMITS:

Please refer to the Education Zone scheduling website for event floor plans & furniture configurations that adhere to fire code. Any meeting or event in an open space that alters the normal furniture configuration *requires* a fire permit. More information on permit requirements and how to submit these form(s) can be found at the UCDH Fire Marshal's webpage: <http://www.ucdmc.ucdavis.edu/fire/permits.html>

FOOD:

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*: <http://intranet.ucdmc.ucdavis.edu/food-nutrition/index.shtml>

For outside catering, please refer to the list of university preferred vendors:

<http://intranet.ucdmc.ucdavis.edu/specialevents/toolbox/catering.shtml>

If your event takes place on the first floor of the CHT Building, please contact the Education Zone Resources Coordinator at 916-734-2358 to request use of the catering kitchen.

MODIFICATION TO RESERVATION(S)

Modifications to any pending or approved requests can be made using the “**My Requests**” function in the menu at top right of the Education Zone scheduling website. <https://somapp.ucdmc.ucdavis.edu/meded/scheduling/>

PARKING:

If reserved parking spaces, directional signage, shuttle service or other parking services are needed for your meeting/event, please submit a Special Events Form via the *Parking & Transportation Services* website.

http://www.ucdmc.ucdavis.edu/parking/special_events/

DURING EVENT

COURTESY:

Please keep noise to a minimum if you have reserved open spaces (e.g. lobby, breezeway) as classes are in session throughout the buildings, evenings and weekends included.

ROOM TEMPERATURE:

Please contact *Plant Operations & Maintenance* if the room is too hot or cold.

SAFETY & SECURITY:

To report an emergency, call 911. Contact the *UC Davis Police Department* at 916-734-2555 for non-emergency safety and security concerns. Fire extinguishers, alarms and evacuation signs are located near all stairwells.

POST-EVENT

CLEAN UP:

The listed room reservation point of contact is responsible for ensuring all tables and chairs are returned 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. If your event will require extensive cleanup (e.g. catered event), please coordinate a scheduled clean-up with *Environmental Services*.

IMPORTANT CONTACTS

Conference Services	916-734-0875	http://intranet.ucdmc.ucdavis.edu/cs/
Employee Self Service	916-734-4357	https://ess.ucdmc.ucdavis.edu/src/secure/main.jsp
Environmental Services	916-734-3777	http://intranet.ucdmc.ucdavis.edu/environmentalservices/index.shtml
Food & Nutrition Services	916-734-8378	http://intranet.ucdmc.ucdavis.edu/food-nutrition/
Parking Services	916-734-2687	http://www.ucdmc.ucdavis.edu/parking/
PO&M: Plant Operations & Management Services	916-734-2763	http://intranet.ucdmc.ucdavis.edu/pom/