

APPROVAL PROCESS

Please note that all room reservation requests are **PENDING** when submitted online. Requests are reviewed and processed (**APPROVED** or **DENIED**) based on room availability and other pending requests in the queue. 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.

“MY REQUESTS”

All room reservations (approved and pending) can be managed at any time using the “My Requests” function on the Education Zone Resource Scheduling (EZRS) website. To access, select “My Requests” from the menu located at the top right corner of the EZRS home page. The calendar view can be used to directly edit or cancel any of your reservations.

<https://somapp.ucdmc.ucdavis.edu/meded/scheduling/>

CLASSROOM TECHNOLOGY

Education Zone classrooms are standard equipped with a desktop PC, HDMI cable for laptop connection and Crestron touchscreen that controls the room’s audio/visual system. Presentations from a USB drive can be loaded directly onto the classroom PC. There is no login needed. User help guides for all buildings and room types are linked here. Please review before your event to familiarize yourself with the classroom technology in your reserved space.

<https://somapp.ucdmc.ucdavis.edu/meded/scheduling/tutorials/>

AUDIO/VISUAL (AV) SUPPORT

Education Zone classrooms have staffed AV support during Mon-Fri business hours only (7:00am-5:00pm). When reserving a room for your event, please complete the section at the bottom of the request form if advanced AV support is needed (recording, live streaming, camera setup for hybrid meeting, etc.). AV support does not need to be requested in advance for basic PowerPoint presentation (please refer to the user tutorials linked above). If you need immediate on-site support during your reservation time, an AV technician can be paged by pressing the “HELP” button on the room’s Crestron screen.

BUILDING ACCESS

The main doors to Education Zone buildings are unlocked Monday – Friday, 8:00AM – 5:00 PM. Education Zone 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 and police response. UCDH staff should plan to meet and escort their guests inside the facility outside normal business hours.

Building access for large weekend and evening events can be requested via the IT Service Now portal in the “**Cardkey- Holiday Schedule Change**” category. Please allow enough time for your unlock request to be approved and processed prior to your event date.

<https://ucdh.service-now.com/its>

UC Davis Health
Sacramento Campus Education Zone
Education Building, Center for Health & Technology, ASB, Betty Irene Moore Hall
RESOURCE RESERVATION GUIDELINES

INTERNET 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.

ROOM TEMPERATURE

Please contact *Plant Operations & Maintenance* dispatch at 734-2763 to request temperature adjustment if your room is too hot or cold.

CLEAN UP

Please return all tables and chairs to their original arrangement at the conclusion of your meeting/event. Classrooms are not cleaned between meetings by default. For trash pickup or cleaning of any spills/stains, please contact *Environmental Services* at 734-3777.

TEMPORARY SIGNAGE & FLYERS

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

If you’d like to display your event information on digital screens in the Education Zone, submit a [Digital Signage Request Form](#) to *Public Affairs & Marketing*.

DELIVERIES

You are responsible for coordinating and receiving any catering or material deliveries to the Education Zone buildings. There are no general reception areas. There is parking for 20-minute load/unload 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

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.

SPECIAL EVENT & MEETING PLANNING RESOURCES

SPECIAL EVENT FURNITURE & TRASH BINS

If tables, folding chairs or trash bins are needed for your event, submit an online BEATS request to *Plant Operations & Maintenance (PO&M)* before the event. Select the service category “Special Events” and service code “Events, Tables Chairs and Trash Cans”

<http://intranet.ucdmc.ucdavis.edu/pom/>

BEATS (PO&M service request portal):

https://eam.inforcloudsuite.com/web/base/portallogindisp?tenant=UCDAVIS_PRD

SPECIAL EVENT PERMITS & FIRE CODE

The following event types **REQUIRE** a permit from the campus Fire Marshal’s office:

- All events where attendees congregate in a non-classroom area (lobby, breezeways, etc.)
- Any indoor or outdoor event where temporary furniture will be set up (poster boards, cocktail rounds, banquet tables, folding chairs, etc.)
- Any event using any type of open flame (e.g., warmers for hot food)

Special event permit forms can be submitted online. Please allow at least 10 business days 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. <https://health.ucdavis.edu/fire/permits.html>

CATERING & FOOD SERVICE

If your event is catered, please ensure your reservation allows time for setup and clean-up. For internal catering services, orders can be submitted online with *Food & Nutrition Services* using the link below. Please allow at least 14 days for your order to be processed. Expedited catering service may be available for an additional fee.

<https://intranet.ucdmc.ucdavis.edu/food-nutrition/catering/index.shtml>

AUDIO/VISUAL EQUIPMENT RENTALS

Please contact *UCDH Conference Services* for rental of AV equipment in non-classroom areas (outdoor events, lobby, breezeways, etc.). <https://intranet.ucdmc.ucdavis.edu/cs/about.shtml>

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.

<https://health.ucdavis.edu/parking/>

CLEAN UP

For trash pickup or cleaning of any spills/stains, please contact *Environmental Services* at 734-3777. If you are planning a special event that will require extensive cleanup, please contact EVS in advance of your event to schedule trash pickup and post-event cleaning.

HELPFUL RESOURCES AND CONTACTS

Building Access

Unlock Building Doors during non-business hours

IT Self Service

Submit a request for “*Cardkey - Holiday Schedule Change*”; 4-4357 (IT Help Desk)

Catering Services

Food, Drinks, Linens, etc.

Food & Nutrition Services

4-8378

Fire-Related Services

[Permits](#) for Special Events and Catered Events Serving Hot Foods

Fire Marshal's Office

4-1223

Heating & A/C, Event Furniture

Ordering Extra Tables, Chairs, Garbage Cans for events; HVAC support

Plant Operations & Maintenance

4-2763

Parking Services

Special Event Parking, Reserved Parking Spaces, Directional Signage, etc.

Parking & Transportation Services

4-2687

Special Clean Up

Spills, Carpet Cleaning, Trash Pickup, etc.

Environmental Services

4-3777

UCDH Special Events

Event Planning Resources, [Alcohol Permit Form](#), etc.

Jill Woodard

4-944
