

## GBSF AUDITORIUM USE POLICY

Approved by the GBSF Building Operations Committee, 6/18/09

GBSF faculty, staff and researchers may reserve the auditorium, lobby, patio, display boards or webconferencing system for academic purposes using the on-line system at <https://somapp.ucdmc.ucdavis.edu/scheduling/GBSF/index.cfm> .

Prioritization of Approvals:

1. An annual call will be issued in March/April of each year requesting GBSF departments/divisions to submit reservation requests for annual, bi-annual, and quarterly events.
2. An annual call will then be issued in March/April of each year requesting GBSF departments/divisions to submit reservation requests for weekly/biweekly seminars. Recurring reservations may be requested for a one-year period (July – June) and will be preferentially made on Monday, Thursdays, and Fridays. This will allow all day meetings to be scheduled on Tuesdays and Wednesdays.

Due to its popularity, there will be assigned scheduling on Friday mornings as follows:

8:00 - 9:45	SOM
10:00 - 11:45	Genome Center
12:00 - 1:30	SOM

BME does not require a block of time on Friday, but has a block booking on Thursday, 8:30 -10:30 A.M. instead.

Seminars are expected to be scheduled at the beginning of each time so that if a speaker runs over, the next seminar can still start on time.

Departments/divisions may negotiate with each other on the use/trade of block times (this is not the responsibility of reservation approvers). If a preassigned time will not be used, it should be released as soon as possible.

3. All other reservations may only be made one academic quarter at a time and are on a first come-first serve basis. Reservations for the next quarter will be accepted from the beginning of the previous quarter from GBSF occupants and after the mid-point of the previous quarter for non-GBSF occupants.

**Other than seminar courses that are open to the campus community at large, academic courses cannot be scheduled in the Auditorium / GBSF Building.**

Priority will be given to GBSF occupants. If a critical event (e.g. site visit, donor visit or other funding-related event) requires the use of the GBSF auditorium, outside users may be required to move to another venue. Should this be necessary, such requests will be made at least four weeks in advance.

Recurring reservations may be requested to seek alternative venues if the auditorium is required for an all day meeting. Should this be necessary, such requests will be made at least four weeks in advance.

For functions that include meals/refreshments, all food service must be set-up and dispensed in the lobby. Meeting hosts/coordinators are responsible for set-up/clean-up. The Custodial Division will charge for clean-up following an event and the requestor will be responsible for the costs incurred. Please go to <https://facilities.ucdavis.edu/custodial> for instructions on how to submit a Facilities work order. Please include the work order number in the “comments” field of your reservation.

To reserve the lobby, patio, or display boards, please submit a reservation request for the auditorium and included details in the “comments” field. The media system is the standard UCD IET classroom setup including podium, projector and microphone. *Technical assistance with use of the media system is the responsibility of the user/host department. Questions should be directed to (530) 754-4357 or submit a request at: <https://ucdavisit.service-now.com> . **YOU WILL BE CHARGED FOR THIS SERVICE.*** All other facility related questions should be directed to [genomecenter@ucdavis.edu](mailto:genomecenter@ucdavis.edu).

Small vendor fairs/shows in the lobby or patio area will be limited to **no more than 3 vendors**. Vendor events must be hosted by a **GBSF faculty member**. Custodial clean-up charges will apply, so please include the Facilities workorder number in the “comments” field when submitting your reservation request.

Meeting hosts/coordinators are responsible for arranging secure accessibility to the building for their guests, for reservations outside of regular business hours; M-F 8:00 A.M. – 5:00 P.M.

If there is a time conflict between the building occupants that cannot be resolved by negotiation between the interested parties, a committee of three with one faculty member from each of the three occupant groups will resolve the conflict. Whenever possible conflicts will be resolved by rotating the “priority” through the three groups.