

UC Irvine

**Susan & Henry Samueli
College of Health Sciences**

AY 24-25

**HEALTH SCIENCES COMPLEX
RESERVATION POLICIES & PROCEDURES**

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INTRODUCTION

The Health Sciences Complex includes the Susan & Henry Samueli College of Health Sciences building and the Sue & Bill Gross Nursing and Health Sciences Hall. The HSC Reservation Policies & Procedures provides comprehensive guidelines for use of the facilities, ensuring that all events and activities held within the Complex are conducted smoothly and efficiently. Whether you are planning a department meeting, conference, reception, or any other event. This guide will help departments navigate the necessary protocols, reservation procedures, and operational standards.

By reserving any space within the [Health Sciences Complex](#), departments agree with all HSC Reservation Policies & Procedures, [UCI Policies](#), and applicable federal, state and municipal laws and ordinances. If you have further questions, please email hscreservations@hs.uci.edu.

RESERVATION PROCESS

Reservations are made on a first-come, first-serve basis. Classrooms are first prioritized for Registrar approved courses. (See: [Appendix A](#)) All non-academic related reservation requests should be submitted by completing the [Health Sciences Complex Reservation Request Form](#). All requests from School of Medicine (SOM) departments will be forwarded to the SOM Dean's Office for approval. *Please note that requests are accepted up to one year in advance.*

Sue & Bill School of Nursing, School of Pharmacy & Pharmaceutical Sciences, and the Joe C. Wen School of Population & Public Health, Susan Samueli Integrative Health Institute, Office of the Vice Chancellor for Health Affairs, Health Advancement, VCHA Cabinet, UCI Office of the Provost, UCI Office of the Chancellor. Occupants of the building have scheduling priority over those outside the building.

Departments are encouraged to visit the [Venues page](#) to find room specifications and features, as well as to determine space availability by visiting the "web calendar" linked on the corresponding pages.

Planning Timelines

Planning timelines provide a structured framework based on the estimated number of attendees. By following these timelines, departments have sufficient time to complete event and meeting arrangements and ensure proper use of COHS facilities and resources. While every effort will be made to accommodate last-minute requests, availability of preferred spaces cannot be guaranteed. Adjustments can be requested based on specific event needs, but this policy serves as a guide for effective event planning and management.

Minimum Planning Requirements:

- **Small Scale:** 50 + Attendees - One-month

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- **Medium Scale:** 100 + Attendees - Two-months
- **Large Scale:** 150+ Attendees - Three-months

Reservations for Registered Campus Organizations (RCO)

Graduate students in the Sue & Bill Gross School of Nursing, School of Pharmacy & Pharmaceutical Sciences, and Joe C. Wen School of Population & Public Health may submit reservation requests for spaces in the Health Sciences Complex.

The Sue & Bill Gross School of Nursing, School of Pharmacy & Pharmaceutical Sciences, and Joe C. Wen School of Population & Public Health are responsible for submitting reservation requests on behalf of registered campus organizations. Please note that these groups must be graduate student groups that are registered with the Office of Campus Organizations as [UC Irvine Registered Campus Organizations \(RCO\)](#).

To learn about the submission process and guidelines, see: [Appendix C](#).

COLLEGE OF HEALTH SCIENCES FACILITIES

<u>Classrooms</u>	<ul style="list-style-type: none">● 1010 (30 Seats)● 1020 (90 Seats)● 1030 (90 Seats)● 2100 (80 Seats)● 2110 (52 Seats)● 3120 (30 Seats)● 3130 (50 Seats)
<u>Classroom/Conference Rooms</u>	<ul style="list-style-type: none">● 2105 (16 Seats)● 4002 (16 Seats)
<u>Computer Lab</u>	<ul style="list-style-type: none">● 3100 (50 Seats)

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<p><u>Faculty & Staff Collaboration Lounge</u></p>	<ul style="list-style-type: none"> ● 4004 (26 Seats)
<p><u>Vice Chancellor for Health Affairs Executive Conference Rooms</u></p>	<ul style="list-style-type: none"> ● 5010 (28 Seats) - <i>For availability, please email hscreservations@hs.uci.edu.</i> ● 5020 (16 Seats) ● 5030 (16 Seats)
<p><u>Auditorium</u></p>	<ul style="list-style-type: none"> ● Sue Gross Auditorium
<p><u>Outdoor Spaces</u></p>	<ul style="list-style-type: none"> ● First Floor Patio (Seats 64 Accommodates 150) ● Second-Floor Terrace (Seats 130 Accommodates 470)
<p><u>Lobby</u></p>	<ul style="list-style-type: none"> ● First Floor Lobby - <i>For availability, please email hscreservations@hs.uci.edu.</i>

FACILITY USAGE

Departments are responsible for coordinating all services for events and meetings, such as UCI Facilities Management service requests, catering, and contracted services with external businesses. Departments should account for the time needed for setup and teardown within the reservation time and must adhere to space usage guidelines to ensure the integrity of the Health Sciences Complex is maintained. An urgent service request will be submitted on behalf of your department if the reserved space is found in a deficient condition after the reservation has concluded.

For further guidelines on events or meetings scheduled outside of operating hours, see: [Appendix B](#).

Building Hours and Access

The main entrances of the Health Sciences Complex are accessible Monday through Friday from 7:00 AM - 7:00 PM ([except university holidays](#)). Hours are subject to change. Special approval and arrangements are necessary outside of these hours. The Health Sciences Complex spaces are equipped with automated doors and the reserved space(s) will be unlocked during the time reflected on the reservation.

Equipment Replacement

Currently, there is no charge to reserve a space in the Health Sciences Complex but an account number is required to cover any incidental charges associated with the reservation, including replacement costs for any damaged, lost, or stolen equipment or property. Departments are responsible for reporting any noticeable damage at the beginning of the reservation, by emailing hscreservations@hs.uci.edu. Failure to do so may result in a fee.

Facility Configuration & Equipment

Departments are responsible for returning reserved spaces to their original configuration at the conclusion of the reservation. Departments may request additional equipment by completing a service request with UCI Facilities Management. Please ensure that your reservation time reflects the time needed for setup and teardown, including any service requests arranged with Facilities Management, as this impacts space availability. Please email hscreservations@hs.uci.edu if you would like to determine the best practice for reconfiguring reserved spaces.

- **Classrooms** - Classroom furniture is not permitted to leave the room; however, furniture may be rearranged to suit event needs and returned to their original configuration by the conclusion of the reservation time.
- **First Floor Patio** - The Patio is equipped with furniture that provides seating for up to 64 people.
 - Furniture may be rearranged to suit event needs but the space must be returned to its original configuration by the conclusion of the reservation time.
 - Departments that would like to remove furniture for an event must notify our department by emailing hscreservations@hs.uci.edu and are required to submit a service request for assistance.
 - For safety measures, all equipment must be set up within the parameters of the First Floor Patio and should not impede on the fire lane.
 - Space heaters are permitted on the First Floor Patio, but propane must be contained in the heating unit ready for use. Spare propane tanks cannot be stored on site.
- **First Floor Lobby** - HSC building occupants may now request to reserve the First Floor Lobby; however, more stringent requirements are in place to minimize disruption of classes, existing event schedules, and daily building operations. A layout of the planned event must be submitted in advance by emailing hscreservations@hs.uci.edu. A “contingent hold” will be placed on the reservation until this has been completed.

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- **Second Floor Terrace** - The Terrace is equipped with furniture that provides seating for up to 130 people.
 - Furniture may be rearranged to suit event needs but the space must be returned to its original configuration by the conclusion of the reservation time.
 - Departments that would like to remove furniture for an event must notify our department by emailing hscreservations@hs.uci.edu and are required to submit a service request for assistance.
 - Space heaters are permitted on the Second Floor Terrace, but propane must be contained in the heating unit ready for use. Spare propane tanks cannot be stored on site.
- **Vice Chancellor for Health Affairs Executive Conference Room (5010)** - The furniture in this space may be rearranged to suit event needs and returned to its original configuration by the conclusion of the reservation time.
- **Conference Rooms 5020 and 5030** - The furniture in these spaces may be rearranged to suit event needs and returned to its original configuration by the conclusion of the reservation time.

Food & Beverage

Departments are responsible for arranging and coordinating all catering services and must be on-site for deliveries, set up, and cleanup. Departments are also responsible for arranging equipment needs by completing a service request with UCI Facilities Management or contracting rentals with an approved UCI vendor. If you require linen for your event or meeting, please contact UCI Catering or an approved UCI vendor. *Please see **Trash & Cleanup** for further guidelines on catered events.*

Departments arranging catering services are responsible for following UC Irvine Policies and Procedures pertaining to [UCI Food Service Guidelines](#).

Please make note of the following food and beverage policy:

- **Classrooms** - Food and beverage are not permitted in COHS classrooms. Catering services may be set up in a hallway outside of the classroom or in a secondary location. Departments are responsible for adhering to this policy and planning accordingly.
- **Sue Gross Auditorium** - Food and beverage are not permitted in the Sue Gross Auditorium. Catered services may be set up outside of the space or in an alternate location such as the First Floor Pato. The hosting department is responsible for adhering to this policy and must plan accordingly. If a location has not been reserved, please email hscreservations@hs.uci.edu.

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- **First Floor Lobby** - Food and beverage are permitted in the First Floor Lobby; however, setup should be scheduled within the approved reserved time to ensure classes scheduled in the adjacent spaces are not disrupted. To ensure safety, event setup should not obstruct access to any spaces located on the First Floor Lobby. Reserving departments are required to submit an event diagram, indicating placement of equipment for seating and catered services.
- **First Floor Patio and Second Floor Terrace** are equipped with tables and chairs. Departments requiring additional equipment for seating and/or catering should submit a service request with UCI Facilities Management.

Signage

All signage must be displayed on equipment, such as easels, sign holders, sandwich boards, etc. The placement of signage on walls and elevators are not permitted. Departments are responsible for proper placement and removal.

Trash & Cleanup

Departments are responsible for arranging custodial services, additional trash bins, and cleanup by submitting a service request with UCI Facilities Management. If UCI Facilities Management is unable to fulfill service requests, departments are responsible for properly clearing and disposing of all trash in the large receptacles located in the [College of Health Sciences loading dock](#). Please email hscreservations@hs.uci.edu if you need assistance with determining the best practice for your event.

Please make note of the following protocols for trash and cleanup:

- **Classrooms** - Since food and beverage are not permitted in COHS classrooms, catered services and trash bins should be arranged in a hallway outside of the classroom or in an alternate location. Trash bins located inside classrooms should not be used to dispose of food, beverage, or paperware.
- **Faculty & Staff Collaboration Lounge** is equipped with trash bins for daily operations that may not be large enough to dispose of trash for catered events depending on the service (i.e. boxed lunches, buffet, etc.). Departments are responsible for submitting service requests for additional trash bins and clearing trash by the conclusion of the reservation time.
- **First Floor Lobby** is equipped with a few trash bins for daily operations so additional trash bins are required for catered events. Departments offering multiple meal services for an event are required to submit a service request to have trash cleared after each meal service.
 - The suggested number of trash bins vary depending on the type of catering service (i.e., light refreshments, boxed meals, buffet, etc.), the length of the event, and estimated number of attendees:

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- **Less than 50:** 2 – 4 additional trash bins
 - **50 - 100:** 4 – 6 additional trash bins
 - **100 - 150:** 6 – 8 additional trash bins
- **First Floor Patio and Second Floor Terrace** are equipped with a few trash bins for daily operations so additional trash bins are required for large-scale catered events.
 - Departments offering multiple meal services for an event are required to submit a service request to have trash cleared after each meal service.
 - The suggested number of trash bins vary depending on the type of catering service (i.e., light refreshments, boxed meals, buffet, etc.), the length of the event, and estimated number of attendees:
 - **Less than 50:** 2 – 4 additional trash bins
 - **50 - 100:** 4 – 6 additional trash bins
 - **100 - 150:** 6 – 8 additional trash bins
 - **Conference Rooms 5020 and 5030** are equipped with a set of trash bins for daily operations. Departments arranging catering services are responsible for disposing all trash by the conclusion of the reservation. If departments are unable to dispose of all trash in these bins, they are responsible for submitting a service request for custodial services or must dispose of excess trash in the large trash receptacles located at the [College of Health Sciences loading dock](#). *Please let us know if you need assistance with determining the best practice for your event.*
 - **Vice Chancellor for Health Affairs Executive Conference Room (5010)** is equipped with trash bins for daily operations that may not be large enough to dispose of trash for catered events depending on the service (i.e. boxed lunches, buffet, etc.). Departments are responsible for submitting service requests for additional trash bins and clearing trash by the conclusion of the reservation time.

Vendor Load-In/Load-Out

Departments are responsible for arranging and coordinating all vendor services and must be on-site for load-ins and load-outs. For safety and liability reasons, vendors are not permitted to park at the roundabout or drive onto the fire lane leading to the main entrance of the Health Sciences Complex. All vendors providing equipment rental services must utilize the [College of Health Sciences loading dock](#). Departments are responsible for communicating proper instructions and directions to all vendors. The loading dock doors are unlocked Monday-Friday 7 AM-5 PM. If you have any questions or if vendors need access outside of these hours, please email hscreservations@hs.uci.edu.

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PLANNING RESOURCES & INFORMATION

Alcohol Use

Departments are responsible for adhering to [Campus Policy 900-13: Policy on the Sale, Service and Consumption of Alcoholic Beverages](#) and must complete the [Alcohol Request Form](#). This form should be completed at least 20 business days in advance to ensure sufficient time for the receipt of signatures and approval.

To obtain the Event Location Approver signature, please send a completed [Alcohol Request Form](#) to [Lauree Goodman \(laureeg@hs.uci.edu\)](mailto:Lauree.Goodman@hs.uci.edu). The form must be submitted to the UCI Police Department for final approval. Please forward the completed document to hscreservations@hs.uci.edu.

Audiovisual Needs & Support

Health Sciences Complex spaces are equipped with Zoom Room capabilities. Please review the [Zoom Room User Guide](#) for information.

College of Health Sciences Departments are responsible for coordinating audiovisual support directly with their IT coordinators and are responsible for assigning a member of their group to facilitate audiovisual support for events and meetings.

Departments outside of the College of Health Sciences are responsible for assigning a member of their group to facilitate audiovisual support for events and meetings. The Health Sciences Complex does not provide staff to monitor audiovisual support for events and meetings, but we are available to assist with troubleshooting Monday - Friday 7:30 AM – 4:30 PM. If departments would like to schedule an appointment to discuss audiovisual capabilities in the reserved spaces prior to the event, please email (ivansp@hs.uci.edu).

Filming & Photography

Departments arranging filming and photography services are responsible for following UC Irvine Policies and Procedures pertaining to [Sec. 900-31: Policy on Filming and Photography on the UC Irvine Campus](#).

Departments are responsible for obtaining UC Irvine Photo/Audiovisual Material Release Agreements for all guests, including students, faculty, and staff. Please find links to documents below:

- [UCI22 - Photo/Video Release \(English\)](#)
- [UCI22- Photo/Video Release \(Spanish\)](#)

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Non-UCI Guest Speakers

Departments arranging non-UCI guest speakers are responsible for following UC Irvine Policies and Procedures pertaining to speaker arrangements on [Sec. 900-15: UCI Major Event Policy](#) and for arranging all accommodations, including audiovisual needs, parking, security, and other special considerations.

Parking

Parking permits are required at all times for all vehicles parked on campus. Guests attending an event at the Health Sciences Complex may park in the [Health Sciences Parking Structure](#) or parking lots [70](#) and [83](#).

Parking permits can be purchased from a kiosk located in the designated parking areas or online. Please visit the [UC Irvine Interactive Map](#) to learn more about the suggested parking locations and how to purchase a parking permit.

Departments sponsoring Registered Campus Organizations events with an expected number of 50 or more attendees are required to contact [Guest and Event Services](#) or call (949) 824-2691. For more information, please review the [How to Plan Your Event Parking webpage](#) and to arrange for any special event parking needs, outdoor directional signage, and visitor parking or special reserved parking.

Security

Departments are responsible for following UC Irvine Policies and Procedures pertaining to [Sec. 900-15: UCI Major Event Policy](#) and to determine if a [UCI Police Department](#) security assessment is required. Please visit the [Special Event Request webpage](#) for more information.

Restrooms and Lactation Space

Multi or single-stall restrooms are found on all five floors of the building at the main corridors of each floor. On the First Floor, the restrooms are located in the hallway behind the elevators. Departments hosting an event on the Sue Gross Auditorium, First Floor Patio, and Second Floor Terrace must note that the closest multi-stall restroom is located on the First Floor. An open lactation room is located on the First Floor (COHS 1207).

APPENDICES A, B, and C

APPENDIX A: Registrar Approved Courses

Course scheduling for Sue & Bill Gross School of Nursing, School of Pharmacy & Pharmaceutical Sciences, and Joe C. Wen School of Population & Public Health take priority over non-academic related reservations in the College of Health Sciences.

The Office of the Vice Chancellor for Health Affairs and COHS Schedulers coordinate course scheduling timelines on a quarterly basis. Schedule changes can be submitted by emailing hscreservations@hs.uci.edu. All other non-academic reservation requests should be submitted by completing the [Health Sciences Complex Reservation Request Form](#).

APPENDIX B: Reservations Scheduled Outside of HSC Operating Hours

The Health Sciences Complex operating hours are Monday – Friday 7 a.m. – 7 p.m. ([except university holidays](#)). Staff will not be onsite and may not be available outside of these hours. Departments are encouraged to address any questions or concerns in advance. In addition to the [Facility Usage Policy](#) and [Planning Resources and Information](#), departments are responsible for the following:

Building & Facility Access

The building and reserved space(s) will be unlocked during the time requested and reflected on the reservation that is sent via calendar invitation. Departments are responsible for requesting any adjustments in advance as staff will not be available to authorize access on the day of the event or meeting. If you have any questions or would like to request any adjustments to the reservation time, please email hscreservations@hs.uci.edu.

HVAC

Submit a service request with [UCI Facilities Management](#) to have the HVAC system turned on for the duration of the reservation time. Departments are responsible for coordinating this service and should contact UCI Facilities Management at (949) 824-5444 with any questions or concerns.

Audiovisual Needs & Support

COHS Departments - The Sue & Bill Gross School of Nursing, School of Pharmacy & Pharmaceutical Sciences, and Joe C. Wen School of Population & Public Health are responsible for coordinating audiovisual support directly with their IT coordinators and assigning a member of their group to facilitate audiovisual support for events and meetings.

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Departments outside of the College of Health Sciences are responsible for assigning a member of their group to facilitate audiovisual support for events and meetings. The Health Sciences Complex does not provide staff to monitor audiovisual support for events and meetings, but we are available to assist with troubleshooting Monday - Friday 7:30 AM – 4:30 PM. If departments would like to schedule an appointment to discuss audiovisual capabilities in the reserved spaces prior to the event, please email (ivansp@hs.uci.edu).

Departments outside of the College of Health Sciences who are experiencing issues with audiovisual equipment in the reserved space(s) may email COHSTechSupport@hs.uci.edu or call the Health IT Help Desk at (714) 456-3333.

APPENDIX C: Registered Campus Organization (RCO) Reservations

Graduate students within the Sue & Bill Gross School of Nursing, School of Pharmacy & Pharmaceutical Sciences, and Joe C. Wen School of Population & Public Health may submit reservation requests for Health Sciences Complex spaces.

In addition to the following information, please review the [Graduate Student Reservation Policies & Procedures](#).

Category A: Graduate Student Reservations

Graduate students within the Sue & Bill Gross School of Nursing, School of Pharmacy & Pharmaceutical Sciences, and Joe C. Wen School of Population & Public Health may request to reserve graduate student spaces 2115 and 4036 by completing the [Graduate Student Reservation Request Form](#).

Category B & C: Registered Campus Organization Reservations

The Sue & Bill Gross School of Nursing, School of Pharmacy & Pharmaceutical Sciences, and Joe C. Wen School of Population & Public Health are responsible for submitting reservation requests on behalf of registered campus organizations. Please note that these groups must be graduate student groups that are registered with the Office of Campus Organizations as [UC Irvine Registered Campus Organizations \(RCO\)](#)

Each school is responsible for authorizing these organizations and must provide a list to the Office of the Vice Chancellor for Health Affairs that includes:

- Name of Registered Campus Organization (RCO)
- Number of Members
- RCO Contact Name(s) and Title(s) (e.g., President, Vice President, Treasurer)

UC Irvine department KFS account numbers are required upon submitting the reservation request. Currently, there is no charge to reserve a space in the Health Sciences Complex but an account number is required to

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cover any incidental charges associated with the reservation, including replacement costs for any damaged, lost, or stolen equipment or property. It is the department's responsibility to manage reimbursements with their Registered Campus Organizations.

GRADUATE STUDENT RESERVATION POLICIES & PROCEDURES

Graduate students in the Sue & Bill Gross School of Nursing, School of Pharmacy & Pharmaceutical Sciences, and Joe C. Wen School of Population & Public Health may submit reservation requests for spaces in the Health Sciences Complex.

Reservations are made on a first-come, first serve basis. The reservation submission process is determined by specific criterion and defined as Categories A, B, and C. Please review the following to determine the process for submitting a reservation request.

By reserving any space within the [Health Sciences Complex](#), graduate students and departments agree with all HSC Reservation Policies, [UCI Policies](#), and applicable federal, state and municipal laws and ordinances. If you have further questions, please email hscreservations@hs.uci.edu.

Cancellations

The College of Health Sciences reserves the right to cancel reservations due to unforeseen circumstances (i.e. emergency maintenance). Requests to adjust or cancel a reservation should be emailed to hscreservations@hs.uci.edu. This is both a courtesy to departments and other students.

Conduct & Responsibility

Graduate students are responsible for adhering to the Health Sciences Complex Reservation Policies & Procedures set forth by the College of Health Sciences. Violation of these policies and procedures will result in the loss of the ability to make future reservations.

GRADUATE STUDENT RESERVATION PROCESS

Category A: Graduate Student Reservations

Graduate students within the Sue & Bill Gross School of Nursing, School of Pharmacy & Pharmaceutical Sciences, and Joe C. Wen School of Population & Public Health may request to reserve graduate student spaces 2115 and 4036 by completing the [Graduate Student Reservation Request Form](#).

- **Authorized Spaces:** Study Rooms 2115 and 4036
- **Estimated Number of Attendees:** 15 or less
- **Hours:** 7 AM – 10 PM
- **Reservation Process**

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- Same day reservations will not be accepted. Reservations must be made by 4 PM the prior business day (M-F) in order to be reviewed.
- Reservations cannot be submitted more than one month in advance.
- Graduate students may have up to 3 reservations at one time.
- Daily limit of 3 hours across both study rooms.

Category B & C: Registered Campus Organizations

The Sue & Bill Gross School of Nursing, School of Pharmacy & Pharmaceutical Sciences, and Joe C. Wen School of Population & Public Health are responsible for submitting reservation requests on behalf of graduate student groups that are registered with the Office of Campus Organizations as [UC Irvine Registered Campus Organizations \(RCO\)](#). All events and meetings must be directly related to the registered campus organization.

Requests should be submitted by completing the [Health Sciences Complex Reservation Request Form](#).

Category B:

- **Authorized Spaces:** Classrooms 1010, 2110, 3110, 3120, and 3130
- **Estimated Number of Attendees:** 50 or less
- **Hours:** 7 AM – 10 PM
- **Reservation Process:**
 - The graduate student identified as the event coordinator must be on site for the duration of the event.
 - A maximum of 2 spaces can be reserved.
 - Reservation cannot exceed 3 hours.
 - Requests for these rooms must be requested 10 business days in advance.

Category C:

- **Authorized Spaces:** Classrooms 1010, 2110, 3110, 3120, and 3130, Sue Gross Auditorium, First-Floor Patio, and Second Floor Terrace
- **Estimated Attendance:** 51 or more

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- **Hours:** 7 AM – 10 PM
- **Reservation Process:**
 - A faculty or staff member must be identified as the Event Coordinator and will assume the responsibility of planning and will be on-site for the duration of the event.
 - Requests for these rooms must be requested 2-months in advance.

<u>Category</u>	<u>Number of Attendees</u>	<u>Reservable Spaces*</u>	
Category A	15 or Less	<ul style="list-style-type: none"> ● Study Room 2115 ● Study Room 4036 	
Category B	50 or Less	Classrooms <ul style="list-style-type: none"> ● 1010 (30 Seats) ● 2110 (52 Seats) ● 3120 (30 Seats) ● 3130 (50 Seats) 	Outdoor Locations <ul style="list-style-type: none"> ● First Floor Patio (Seats 64 Accommodates 150) ● Second-Floor Terrace (Seats 130 Accommodates 470)
Category C	51 or More	Classrooms <ul style="list-style-type: none"> ● 1010 (30 Seats) ● 1020 (90 Seats) ● 1030 (90 Seats) ● 2100 (80 Seats) ● 2110 (52 Seats) ● 3120 (30 Seats) 	Outdoor Locations <ul style="list-style-type: none"> ● First Floor Patio (Seats 64 Accommodates 150) ● Second-Floor Terrace (Seats 130 Accommodates 470) Auditorium <ul style="list-style-type: none"> ● Sue Gross Auditorium

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		<ul style="list-style-type: none">• 3130 (50 Seats)	
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FACILITY USAGE: GRADUATE STUDENT RESERVATIONS

By reserving any space within the Health Sciences Complex, graduate students, Registered Campus Organizations (RCOs), and sponsoring departments agree with the [Graduate Student Reservation Policies & Procedures](#), UCI Policies, and applicable federal, state and municipal laws and ordinances. If you have further questions, please email hscreservations@hs.uci.edu.

Building Hours and Access

The main entrances of the Health Sciences Complex are accessible Monday through Friday from 7:00 AM - 7:00 PM ([except university holidays](#)). Hours are subject to change. Special approval and arrangements are necessary outside of these hours. The Health Sciences Complex spaces are equipped with automated doors and the reserved space(s) will be unlocked during the time reflected on the reservation.

Equipment Replacement

Registered Campus Organizations are responsible for reporting any noticeable damage at the beginning of the reservation, by emailing a photo to hscreservations@hs.uci.edu. Failure to do so may result in a fee. UC Irvine department KFS account numbers are required upon submitting the reservation request.

Currently, there is no charge to reserve a space in the Health Sciences Complex but an account number is required to cover any incidental charges associated with the reservation, including replacement costs for any damaged, lost, or stolen equipment or property. It is the department's responsibility to manage reimbursements with their Registered Campus Organizations.

Facility Configuration & Equipment

Graduate students and Registered Campus Organizations (RCOs) holding reservations for spaces in the Health Sciences Complex are responsible for returning the reserved spaces to their original configuration at the conclusion of the reservation. Reservation holders may submit a request for additional equipment by completing a service request with UCI Facilities Management.

- **2115 and 4036** - Furniture in these rooms cannot be reconfigured. Rooms are intended for studying or small meetings. Rooms must not be left propped open.
- **Classrooms** - Classroom furniture is not permitted to leave the room; however, furniture may be rearranged to suit event needs and returned to their original configuration at the conclusion of the reservation time.

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- **First Floor Patio** - The Patio is equipped with furniture that provides seating for up to 64 people.
 - The furniture may be rearranged to suit event needs but the space must be returned to its original configuration by the conclusion of the reservation time.
 - For safety measures, all equipment must be set up within the parameters of the First Floor Patio and should not impede on the fire lane.
- **Second Floor Terrace** - The Terrace is equipped with furniture that provides seating for up to 130 people.
 - The furniture may be rearranged to suit event needs but the space must be returned to its original configuration by the conclusion of the reservation time.

Food & Beverage

- **Classrooms** - Food and beverage are not permitted in all COHS classrooms. Catering services may be set up in a hallway outside of the classroom or in a secondary location. Departments are responsible for adhering to this policy and planning accordingly.
- **Sue Gross Auditorium** - Food and beverage are not permitted in the Sue Gross Auditorium. Catered services may be set up outside of the space or in an alternate location such as the First Floor Pato. The department and graduate student organization are responsible for adhering to this policy and must plan accordingly. If a location has not been reserved, please email hscreservations@hs.uci.edu.
- **First Floor Patio and Second Floor Terrace** are equipped with tables and chairs. RCOs requiring additional equipment for seating and/or catering should submit a service request with UCI Facilities Management.

Signage

All signage must be displayed on equipment, such as easels, sign holders, sandwich boards, etc. The placement of signage on walls and elevators are not permitted. Departments and Registered Campus Organizations (RCOs) are responsible for proper placement and removal.

Trash & Cleanup

Departments and Registered Campus Organizations (RCOs) are responsible for adhering to the Health Sciences Complex Reservation Policies & Procedures set forth by the College of Health Sciences. Violation of these policies and procedures will result in the loss of the ability to make future reservations.

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- **Classrooms** - Since food and beverage are not permitted in COHS classrooms, catered services and trash bins should be arranged in a hallway outside of the classroom or in an alternate location. Trash bins located inside classrooms should not be used to dispose of food, beverage, or paperware.
- **First Floor Patio and Second Floor Terrace** - Graduate students are responsible for disposing of all trash by the conclusion of the reservation. If items such as pizza boxes do not fit in the trash bins, graduate students are responsible for properly clearing and disposing of all trash in the large receptacles located in the [College of Health Sciences loading dock](#).
- **First Floor Patio and Second Floor Terrace** are equipped with a few trash bins for daily operations so additional trash bins are required for large-scale catered events.
 - Events offering multiple meal services for an event are required to submit a service request to have trash cleared after each meal service.
 - The suggested number of trash bins vary depending on the type of catering service (i.e., light refreshments, boxed meals, buffet, etc.), the length of the event, and estimated number of attendees:
 - **Less than 50:** 2 – 4 additional trash bins
 - **50 - 100:** 4 – 6 additional trash bins
 - **100 - 150:** 6 – 8 additional trash bins

GRADUATE STUDENT RESERVATIONS - PLANNING RESOURCES & INFORMATION

Audiovisual Needs & Support

The Sue & Bill Gross School of Nursing, School of Pharmacy & Pharmaceutical Sciences, and Joe C. Wen School of Population & Public Health are responsible for coordinating audiovisual support directly with their IT coordinators and are responsible for assigning a member of their group to facilitate audiovisual support for events and meetings.

Filming & Photography

Departments and Registered Campus Organizations arranging filming and photography services are responsible for following UC Irvine Policies and Procedures pertaining to [Sec. 900-31: Policy on Filming and Photography on the UC Irvine Campus](#). Departments are responsible for obtaining UC Irvine Photo/Audiovisual Material Release Agreements for all guests, including students, faculty, and staff. Please find links to documents below:

- [UCI22 - Photo/Video Release \(English\)](#)

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- [UCI22- Photo/Video Release \(Spanish\)](#)

Non-UCI Guest Speakers

Departments sponsoring Registered Campus Organizations who are arranging non-UCI guest speakers are responsible for following UC Irvine Policies and Procedures pertaining to speaker arrangements on [Sec. 900-15: UCI Major Event Policy](#) and for arranging all accommodations, including audiovisual needs, parking, security, and other special considerations.

Parking

Parking permits are required at all times for all vehicles parked on campus. Guests attending an event at the Health Sciences Complex may park in the [Health Sciences Parking Structure](#) or parking lots [70](#) and [83](#).

Parking permits can be purchased from a kiosk located in the designated parking areas or online. Please visit the [UC Irvine Interactive Map](#) to learn more about the suggested parking locations and how to purchase a parking permit.

Departments and Registered Campus Organizations (RCOs) arranging events with an expected number of 50 or more attendees are required to contact [Guest and Event Services](#) or call (949) 824-2691. For more information, please review the [How to Plan Your Event Parking webpage](#) and to arrange for any special event parking needs, outdoor directional signage, and visitor parking or special reserved parking.

Security

Departments and Registered Campus Organizations are responsible for following UC Irvine Policies and Procedures pertaining to [Sec. 900-15: UCI Major Event Policy](#) and to determine if a [UCI Police Department](#) security assessment is required. Please visit the [Special Event Request webpage](#) for more information.

Restrooms and Lactation Space

Multi or single-stall restrooms are found on all five floors of the building at the main corridors of each floor. On the First Floor, the restrooms are located in the hallway behind the elevators. Departments hosting an event on the Sue Gross Auditorium, First Floor Patio, and Second Floor Terrace must note that the closest multi-stall restroom is located on the First Floor. An open lactation room is located on the First Floor (COHS 1207).