

UCR ARTS Event Guidelines

(Exhibit A)

Please read through the following guidelines carefully to ensure that the UCR ARTS facilities are protected, and that you are fully informed of the policies you are expected to adhere to when using the facilities. Your signature indicates that you have read the guidelines and accept all conditions for use of the UCR ARTS facilities.

OVERVIEW

- The facilities that compose the UCR ARTS exist primarily to serve as a museum, art gallery and center of the arts. Facility rentals for the purpose of events are welcome, but will always be balanced against the needs of the University and the primary purpose of the facilities.
- All events which occur within the UCR ARTS facilities must have a designated point person who will act as the event coordinator or sponsor.
- It is the responsibility of any event coordinator/sponsor to disseminate information located in the guidelines document to all others involved in the production of the event/program. This may include, but is not limited to: speakers, performers, vendors, etc.
- UCR ARTS existing environmental conditions for lighting, heating, cooling, and humidity ranges must be accepted. The conditions are determined in accordance with standard museum practice and requirements.
- If an event/program takes place during regular hours of operation (Thurs or Friday 12:00 PM – 5:00 PM, Saturday-Sunday 11:00 PM – 5:00 PM, First Thursdays 6:00 PM – 9:00 PM), the lighting of exhibition artwork cannot be changed, out of respect to the artist.
- UCR ARTS does not host external fundraising events, as it conflicts with the mission of the UCR ARTS.

INSURANCE

- UCR requires a certificate of insurance from all renters and performers external to UCR. Certificates of insurance must meet UCR Risk Management's minimums and requirements.
- Performers may submit paperwork to waive insurance with the approval of UCR Risk Management.
- All vendors providing services at UCR ARTS must be approved by UCR, and have a current certificate of insurance on file with UCR Purchasing department.
- UCR ARTS event manager will provide event coordinator/sponsor with information regarding the insurance requirements for each event. These requirements must be strictly adhered to.
- UCR ARTS event manager will act as the liaison between Risk Management and/or Purchasing to confirm insurance needs.

EVENT SCHEDULING, DETAILS AND LOGISTICS

- Requests for use of any space at UCR ARTS should be submitted at least eight weeks prior to the event date for full consideration. Requests will be considered in light of previously scheduled exhibitions, events, and staff availability. Event setup and tear-down will also be considered, particularly in light of regular hours of operation (Thurs and Friday 12:00 PM – 5:00 PM, Saturday-Sunday 11:00 PM – 5:00 PM, First Thursdays 6:00 PM – 9:00 PM). Priority will always be given to UCR-initiated events/programs.
- Event coordinator/sponsor must meet with the UCR ARTS event manager upon scheduling of their event to discuss details and logistics. This will include, but is not limited to, discussion of the following: rehearsals, setup and tear-down, timeline, rentals, catering, and University paperwork.

- **The event manager must approve all details and logistics, and reserves the right to deny situations not appropriate for the space.** The event manager will work with event coordinators/sponsors on alternative options, should a situation be denied. **If, during an event/program, the UCR ARTS event manager witnesses a situation not acceptable for the UCR ARTS facility, he/she reserves the right to cease the activity, and/or event as a whole.**

FACILITY USE GUIDELINES

- Maximum capacities for each UCR ARTS facility are established according to facility and setup specifics and are in accordance with Fire Marshal guidelines. Capacities must be adhered to. The UCR ARTS event manager will advise event coordinator/sponsor of the capacities.
- **No fire, open flame, lit objects, incense, sterno, hot plates, heating cabinets, or heating equipment or anything that produces smoke or steam is permitted inside UCR ARTS. Use of these objects is in direct violation of UCR Fire Marshal policy and may result in damage to artwork if the fire prevention sprinkler system is detonated. Use of these items will result in repayment of any damages to Artwork or the facility.**
- No objects of any kind may be attached to the walls by any means.
- Only pre-approved UCR vendors are permitted for use in UCR ARTS space. This includes, but is not limited to: furniture rentals, catering, and audiovisual support.
- Any props or set pieces brought in for an event/program must be discussed with and inventoried by the UCR ARTS event manager, prior to the event.
- Use of theatrical lighting system must be discussed with and approved by the UCR ARTS event manager in the beginning stages of planning for the event/program.
- Delivery and pickup of any rentals or materials involved in the event/program must be coordinated with and approved by the UCR ARTS event manager. At times, rentals may need to be picked up during a specific time frame that may incur additional costs to the event coordinator/sponsor from the rental company.
- The event coordinator/sponsor is responsible for loading in and loading out any materials needed for the event/program. UCR ARTS may, at its sole discretion agree to accept deliveries from vendors while client is not available, however, UCR ARTS assumes no responsibility for the correctness/completeness of the order, even if signing that items are received. Client is solely responsible for correctness and cost of any deliveries received on their behalf.
- All event supplies and equipment brought in for the event/program must be removed immediately following the event. Items may not be left overnight, unless previously agreed upon by the event coordinator and UCR ARTS Event Manager. UCR ARTS will not be held responsible for any items left behind by the event coordinator/sponsor.
- Any furniture brought in to facilitate the event/program, such as tables and chairs, must have protective (rubber/plastic/felt) padding on all points of contact with the floor. This is to prevent damage to UCR ARTS flooring. UCR ARTS reserves the right to refuse delivery of any equipment that does not meet this guideline. Client agrees that it will not hold UCR ARTS responsible should a delivery be refused, and client is financially responsible.
- Events/programs that include social dancing will require a dance floor to be rented and setup in the space, in order to ensure the floor is protected. UCR ARTS event manager will give specifications of dance floor requirements to client.
- Water activities, or activities in which water could come in contact with the floor, are prohibited.
- Special care must be taken with UCR ARTS wood flooring. Any uses outside of typical daily use (walking, standing or sitting) must be discussed with the UCR ARTS event manager. (For example: Moving heavy objects across the floor which may cause a depression.)
- The event layout must be discussed with and approved by the UCR ARTS event manager prior to the event. All fire regulation codes must be adhered to. This includes, but is not limited to, maintaining proper aisles, maintaining seating capacities and ensuring that there is proper egress in the facility. UCR ARTS event manager reserves the

right to require Fire Marshal approval of any room set-up that is outside UCR ARTS standard sets.

- UCR ARTS can provide limited use of its staging, chair, tables, and other items like music stands, upon advance request of the event coordinator/sponsor. UCR ARTS cannot guarantee that inventory is available, unless it is confirmed by UCR ARTS event manager in writing at least one week in advance.
- Following your event, UCR ARTS staff may determine that routine cleaning and maintenance is inadequate to return premises to its prior condition, special maintenance/custodial services will be contracted by UCR ARTS, and will be billed to the event coordinator/sponsor.
- If your event/program is multi-day, additional custodial needs may be required, and will be billed to the event coordinator/sponsor. This will be discussed in advance, and will be included in the quote of fees for use of the facility.
- Please note: Events on the pedestrian mall require separate negotiations for a city permit. Obtaining a city permit is the responsibility of the event coordinator/sponsor.

CATERING

- All vendors, including caterers, must be approved vendors with UCR. Under no circumstances will vendors be allowed on premises that are not approved through UCR.
- Event coordinator/sponsor may prefer to use UCR's in-house catering provider, Citrus Grove Catering, for their event. The UCR ARTS event manager can provide contact information for these arrangements.
- Any caterer event coordinator/sponsor may elect, must be discussed with the UCR ARTS event manager. The event coordinator/sponsor will be required to provide the event manager with their catering contact's name and phone number.
- There may be times when catering will not be permitted in the space, due to an exhibition or the artwork present. This is necessary for the UCR ARTS' adherence to the artist or lending institution's requirements, and cannot be violated.
- Under no circumstances will beverage containers, paper goods, plates, or dishes be placed near or upon any exhibition artwork, video or computer equipment, or exhibition furnishing.
- Cooking is not permitted inside the UCR ARTS facility. UCR ARTS does not have a kitchen or preparation facility available. Caterers must supply all necessary catering equipment and supplies.
- All food items, dishes, and trash must be removed following the conclusion of an event. **Under no circumstances may food, dishes, or trash be left overnight at the UCR ARTS for any reason.**
- Food and drink may not be permitted in certain UCR ARTS facilities. The UCR ARTS event manager will advise event coordinator/sponsor of restrictions.

ALCOHOL/ALCOHOL SERVICE

- The event coordinator/sponsor must disclose to the UCR ARTS event manager whether or not there will be alcohol served at or as a part of their event/program. This should happen as early in the planning/coordinating process as possible.
- Arrangements required in order to receive a UCR alcohol permit for an event/program will take a **minimum of 30 business days**. If the event coordinator/sponsor does not notify the UCR ARTS event manager of alcohol service within that time constraint, alcohol will not be permitted.
- **UCR ARTS event manager will consult with University risk management for all alcohol-related items. The event coordinator/sponsor must adhere to all University alcohol policies, as well as those of the Department of Alcoholic Beverage Control (ABC).**



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- Only when the event coordinator/sponsor has met all University and ABC guidelines, will alcohol be permitted for service in UCR ARTS space. If these guidelines are not met, the UCR ARTS event manager reserves the right to deny alcohol service to occur during an event/program.

PARKING

- UCR ARTS has no private parking available.
- Event coordinator is responsible for securing parking for their event guests.
- Generally, downtown City parking is \$1/hour. UCR ARTS does not validate parking.
- All street parking, and some City garage parking, is free after 5:00 PM Monday through Friday, and all day on Saturdays and Sundays.
- Parking or driving on the Main Street mall in front of the museum is not permitted at any time.

SECURITY

- UCR ARTS will not be responsible for any damage, loss, or theft of equipment, materials, or property of any kind left on the premises at any time.
- Event security staffing will be required on most occasions for events/programs at UCR ARTS at a cost of \$50 per hour per security guard (4 hour minimum). The UCR ARTS event manager will determine these requirements, and coordinate staffing. In facility rental cases, the event coordinator/sponsor will be financially responsible for this requirement.

FEES

- Rental is charged for setup time, event time, and teardown time.
- Event coordinator/sponsor must sign a facility use agreement in order to confirm facility rental.
- For all groups or individuals external to UCR, payment will be due 7 days in advance of the event. Cash, credit card or checks made out to the **Regents of the University of California** will be accepted during business hours (Thursday-Friday 12:00 PM – 5:00 PM, Saturday-Sunday 11:00 PM – 5:00 PM) Departments within UCR will be charged via the campus recharge system following events.
- If extensive clean-up is required following an event, a minimum fee of \$200 will be applied.
- Please note that if an exhibition is undergoing installation or deinstallation, its gallery will be unavailable for activities/events. Hourly rental rates for an overall facility will not be adjusted if a gallery space is unavailable.

All policies may be subject to change without notice.

I/we the undersigned have read the UCR ARTSblock Event Guidelines in full, and understand and agree to comply with the terms and conditions specified in the policy guidelines for this event. I/we understand fees will be assessed for non-compliance with these terms and conditions.

Client Signature

Signature, UCR ARTS Event Manager

Print Name

Print Name

Department/Organization

UCR ARTS, University of California, Riverside

Date

Date