

REQUEST FOR USE OF UNIVERSITY PROPERTIES

UCI Student Center & Event Services
University of California, Irvine
A311 Student Center
Irvine, CA 92697-2050

reserver@uci.edu

www.studentcenter.uci.edu

Phone number: 949.824.5252

Fax number: 949.824.3055

Thank you for your interest in holding your upcoming event at the University of California, Irvine. Please complete and submit this form. Student Center & Event Services will respond to your request as quickly as possible. Submission of a request form shall not confirm acceptance of your event by the University.

Event Sponsor: _____

Representative: (name) _____, (title) _____

Address: _____

Phone number: _____ **E-mail:** _____ **Web address:** _____

What type of event are you planning? (Please check all that apply.)

- Conference Banquet Film Lecture Video conference Wedding
 Outdoor event Class Other (please describe): _____

Event title: _____

Event purpose/intent: _____

Target audience: _____ **Number of expected attendees:** _____

Proposed date(s): _____ **Proposed time(s):** _____

It is understood that:

- Parking permits are required. See <http://www.parking.uci.edu/permits/> for more information.
- The event sponsor and their guests will abide by all facility rules and regulations of Student Center & Event Services and UC Irvine.
- Insurance is required. The sponsor's insurance policy must name The UC Regents as additional insured and as a certificate holder. Details will be provided by Student Center & Event Services staff.

By signing, you acknowledge that you have read and agree to the Policies and Procedures listed on the Student Center & Event Services website

(See: <http://conferencecenter.uci.edu/event-planning-resources/policies-and-procedures/>)

Representative's signature

Date