



Contact Information:
rooms@citris-uc.org
Phone: 510-664-4508

av@citris-uc.org
Phone: 510-643-7962

SUTARDJA DAI FACILITY RENTAL TERMS AND CONDITIONS

GENERAL GUIDELINES

- If your event is on a weekend or outside normal business hours, 8AM-5PM, you must arrange for a UCPD Security Patrol Officer to be present.
- Bookings are not permitted during closure periods such as holidays and University breaks.
- A reservation request is not confirmed unless you have received email notification.
- All required paperwork must be submitted to rooms@citris-uc.org **at least 10 days before your event date.**
- Paperwork
 - Sutardja Dai Hall Room Reservation Form – Required for all reservations
 - Facility Use Permit - Required for non-campus groups and student groups
 - Certificate of Insurance – Required for non-campus groups and student groups
 - Certificate of Insurance – Required for all vendors (caterers, florists, musicians, etc.)
 - Alcohol permit – Required if alcohol will be served
 - Police Services Request – Required for events after 5:00PM or on weekends
 - Student Organization Verification Form – Required for Student groups only
 - Email to AV@citris-uc.org - if you require AV services – consultation appointment
 - IOC, Wire Transfer or Check
- Cancellation fees will apply. Notice of cancellation must be given in writing.
- If you require additional tables, chairs, linens, etc contact Moving and Event Services.

LESSEE/SPONSORING ORGANIZATION'S RESPONSIBILITIES

Users agree to abide by the University of California at Berkeley "Rules of Conduct in Campus Buildings". The sponsoring organization is financially responsible for any damage to the building, equipment and/or furnishings caused by the event.

Lessee is responsible for making sure that all trash is deposited in the waste containers, all equipment & supplies from your event are removed and the room is returned to its pristine condition. All poster/flyers must be removed from the surrounding area.

DISCLAIMERS

- CITRIS is not responsible for items left on premises by the lessee or guest. All goods and/or equipment must be removed from the premises immediately following the conclusion of the event.
- CITRIS reserves the right to refuse future rentals to organizations that do not comply with these policies.
- CITRIS may, at its sole discretion, place additional requirements on your event, such as extra security for high-profile guests.
- All reservations are subject to cancellation by the CITRIS Director.

LINKS TO POLICIES AND FORMS

Alcohol Permit

<http://ucpd.berkeley.edu/file/alcohol-permit-request-formpdf>

Campus Alcoholic Beverage Policy

<http://police.berkeley.edu/documents/pdf/CampusAlcoholicBeveragePolicy.pdf>

Certificate of Insurance Requirement Events and Activities

<http://riskservices.berkeley.edu/events-activities>

Equipment Rental (Non-AV) – Moving and Event Services

<http://businessservices.berkeley.edu/property/specialevents/equiprental>

Facility Use Permit

<http://realestate.berkeley.edu/what-we-do/development/real-estate-development-portfolio/facility-use-permits-fups>

Media Release Form

http://citris-uc.org/wp-content/uploads/2018/03/CITRIS_Media_Release_2017.pdf

Outside Groups Renting Campus Facilities

<http://riskservices.berkeley.edu/events-activities/facility-rental>

Police Services Request

<http://ucpd.berkeley.edu/services/special-event-and-police-services-request>

Rules of conduct in campus buildings

<http://ucpd.berkeley.edu/rules/rules-conduct-campus-buildings>

Student Events and Activities

<http://riskservices.berkeley.edu/student/events-activities>

Student Group and organizations – proof of group registration with the ASUC Student Union LEAD Center

ASUC Student Union Lead Center: <http://lead.berkeley.edu/manage-your-organization/register-your-org/>

Team Lead members: <http://lead.berkeley.edu/meet-our-team/>