

CITRIS AND THE BANATAO INSTITUTE
SUTARDJA DAI HALL FACILITY RENTAL TERMS AND CONDITIONS
March 2022

GENERAL GUIDELINES

- A reservation request is not confirmed until you have received the email confirmation. You can expect to receive the email confirmation within five business days after you have submitted the request form.
- All required paperwork must be submitted to **your event folder, via the link provided in your confirmation email, 15 business days before your event date.** Failure to meet this requirement may result in your event being canceled. Required paperwork can include:
 - [Facility Use Permit](#) - Required for non-campus and student groups
 - [On-campus Insurance](#) - Required for student groups
 - [Insurance for Non-departmental Users of Campus Facilities](#) - Required for non-campus groups
 - [Vendor, Contractor and Consultant Insurance](#) - Required for all vendors (caterers, florists, musicians, etc.)
 - [Alcohol permit](#) - Required if alcohol will be served
 - Student Organization Verification - required for student groups only. Please search for your group in the [CallLink organizations list](#) and send the page showing your student group, either as a link or screenshot.
- Cancellation fees will apply. Please see the below policies regarding deposits, payments and cancellations.
- If you require AV services for the Banatao Auditorium or the Kvamme Atrium Lobby, please make a consultation appointment by emailing av@citris-uc.org.
- If you require additional tables, chairs, linens, etc. contact [Moving and Event Services](#). Prior to scheduling delivery and pickup of furniture rental, you must consult with Sutardja Dai Hall Facilities, by emailing facilities@citris-uc.org to confirm delivery and pickup dates and times.

LESSEE/SPONSORING ORGANIZATION'S RESPONSIBILITIES

Users agree to abide by the University of California, 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 and supplies from your event are removed and the room is returned to its pristine condition. All posters and 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.

DEPOSITS AND PAYMENTS

Deposits:

- UC departments: (by default, paying via a chartstring) will not be required to submit a deposit.
- External clients and student groups not using a departmental chartstring: a deposit, equivalent to the half-day rate for each room, will be required within seven business days of receiving the reservation confirmation email. NOTE: If the deposit is not received by this deadline, the client will forfeit the room reservation, and the reservation will be canceled.

Invoicing and Final Payments:

- UC departments: The full charge for the room reservation will be charged at the end of the month in which the event occurs via chartstring.
- External clients and student groups not using a departmental chartstring: You are required to pay the balance due on your room reservation invoice with check, cash or wire transfer by the day of the event. The deposit amount will be deducted from your final balance due on your invoice.

CANCELLATIONS

If you need to cancel your reservation please send an email to rooms@citris-uc.org, with the subject line "Reservation Cancellation: Event Date" and provide in the body of the email the name of the event and the room reserved.

Please submit your cancellation request at least 15 days before your event. Except in catastrophic or unforeseen emergency circumstances, you will be charged **a cancellation fee, equivalent to the half-day rate for each room.**

Postponed events are considered cancellations of your room reservation, and you will be charged a cancellation fee. The fee cannot be applied toward other reservations. To reserve a room on a new date for your event, you must submit another request form.

HELPFUL LINKS TO POLICIES AND FORMS

[Alcohol Permit](#)

[Certificate of Insurance Requirement Events and Activities](#)

[Equipment Rental \(Non-AV\) – Moving and Event Services](#)

[Facility Use Permit](#)

[Media Release Form](#)

[Outside Groups Renting Campus Facilities](#)

Police Services Request Forms (two, for very high-profile guests at your event):

[Police Services Request Form](#)

[Police Services Event Notification & Security Assessment Request Form](#)

[Rules of Conduct in Campus Buildings](#)

[Student Events and Activities](#)

[Student Groups and Organizations](#) — must verify as a registered student group