

## ROOM RENTAL RULES & REGULATIONS

- **Effective Jan. 1, 2014**, UC Merced will prohibit smoking, the use of tobacco products and the use of unregulated nicotine products (e.g. e-cigarettes) in all facilities and on all university-owned or leased property, both indoors and outdoors. UC Merced is committed to supporting the health of its community. For more information on this policy and cessation information, visit [smokefree.ucmerced.edu](http://smokefree.ucmerced.edu)
- Room reservations are subject to all applicable University policies. The University of California Center, Fresno reserves the right to substitute rooms for equivalently equipped rooms. In this unlikely event, the Center's management will provide revised event directories for guests, as required.
- All changes to reservations must be requested no later than 48 hours before the event. Requested changes will only be accepted from the "Contact Person" listed on the Reservation Form. Changes received within 48 hours of the event will be accommodated to the extent possible.
- Use of the University of California Center, Fresno is strictly permitted by the University of California. Failure to observe and abide by the Center's Rules & Regulations may be grounds for immediate withdrawal of that permission.
- The Center's rear entry at the North side of the building is an employee ONLY entrance. The employee entry doors are secured with a magnetic card entry system and are not to be propped open or left ajar under ANY circumstances. ALL guests and visitors are to enter and exit the building through the Front Lobby located on the South side of the Center.
- Maximum room occupancy is dictated by local Fire Marshal and shall in no way be compromised.
- The Center shall be used only in accordance with Federal, State and Local law and shall not be used for the purpose of organizing or the carrying out of unlawful activities.
- Requests for the use of the Center's facilities may be denied if the event is not in accordance with University policies and guidelines or is deemed by such to be a possible danger to the Center or its orderly operations.
- Use of the Center shall not be granted for fund-raising purposes without prior permission from the University of California.
- Events must be concluded within scheduled reservation times to allow for cleaning and set-up of facilities for the next scheduled event.
- Renters are responsible for clearing off all tables and depositing all trash in the receptacles provided by the Center.
- All events are to begin and conclude with the Center's normal hours of operation. Events that run beyond normal business hours will be charged additional fees based upon the Center's hourly rates.
- Renters will be held responsible for all damage, loss, or destruction to University of California property or equipment related to renter's use of the Center. Any staining of carpeted areas may warrant a cleaning charge.
- All University of California event equipment must be signed-out with the Center's Reception Desk. Renter is responsible for signing equipment back in with the Reception Desk at the conclusion of the event.
- Teleconference charges will be levied upon receipt of billing from the Center's telecommunications provider.
- The University of California Center, Fresno cannot be held responsible for lost or stolen articles.
- Alcoholic beverages are not allowed to be served or consumed at events held on the property.
- Food and beverages are strictly prohibited in the Chancellor's and Presidents Rooms at all times.
- Pets are not allowed inside the Center at any time.
- A 48-hour cancellation notice is required for all room reservations.
- The University of California Center, Fresno reserves the right to cancel reservations in the event of unusual circumstances.