

REQUEST FOR USE OF UNIVERSITY PROPERTIES

UCI Division of Continuing Education
University of California, Irvine
510 E. Peltason Drive
Irvine, CA 92697-2050

Phone number: 949-824-7610
Fax number: 949-824-2090

Thank you for your interest in holding your upcoming event at the University of California, Irvine. Please complete and submit this form. Building 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:** _____

Name and title of signer of agreement: _____ Email: _____

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 Building 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 Building Services staff.

By signing, you acknowledge that you have read and agree to the Policies and Procedures listed in the Agreement to be provided.

Representative's signature

Date