UCR Botanic Gardens
Facilities Guidelines 2015

As of January 2, 2014, the University of California is entirely Smoke/Tobacco-Free. Smoking, the use of smokeless tobacco, e-cigarettes, and unregulated nicotine products is Prohibited on all University-controlled properties.

Gardens/Conference Room coordinators are responsible for:
- Keeping out non-activity visitors during your after-hours events;
- Setting up and tearing down your own event;
- Meeting Vendors/Caterers at the Gardens for deliveries;
- Disposing of food/drink/paper waste items to the garbage bin outside entrance gate;
- Informing your guests as to parking requirements, permits, and available lots (see below);
- Locking the conference room, gatehouse, and entrance gates (a UC campus employee must be responsible for locking up after hours); and
- Returning keys to the Gatehouse.

NOTE: Available at no additional charge for use: Podium and screen. For use indoors only: (65) folding chairs, (18) 30“ small round tables, (32) 40“ medium round tables, (12) 60“ large round tables and (16) 3’x6’ rectangular tables.

Unlock/Open Facilities:
1. Should you require access to the Conference Room before/after our regular hours, a Conference Room key will be provided. Please contact Natalie Gomez at (951)784-6962 or Gardens Manager Theresa McLemore at (909) 528-0036. (For afterhours emergencies please call the Physical Plant (951) 827-4214.)
2. Key #6-236, unlocks the (Entrance Gate and Gatehouse).
3. Key #3A-38, unlocks both Restroom doors for your guests (unless already unlocked by Garden Staff).
4. Key #85-1, unlocks the Conference Room door.
5. The video screen may be lowered via the cord hanging from the ceiling.
6. You are responsible for requesting additional tables, chairs, catering, etc., for your event.

Leave/Lock Up Facilities:
1. Fold and place all chairs and tables into storage closet inside Conference Room.
2. Close the patio doors from the inside and replace/hook chain.
3. Remove all food items, perishables, serving utensils, etc., from the premises. Dispose all trash items into the large bin outside the entrance gates.
4. Turn off or unplug all appliances.
5. Pull window shades down.
6. Turn off all lights.

Carefully follow these instructions:
1. Lock conference room door (Key #85-1).
2. Using Key #6-236 (Entrance Gate and Gatehouse); unlock the main gate padlock so that it can be locked without the key as you leave.
3. Lock restrooms using Key #3A-38. (Restroom and outside lights will extinguish automatically.)
4. Open the Gatehouse with Key #6-236 and place the Key Fob (with all three keys) on a hook (nail) inside of the Gatehouse door. Turn out the Gatehouse lights. Close the Gatehouse door and check to make sure it is locked.
5. Exit the Gardens, close the front gate and lock it with the padlock (which you unlocked before putting the keys in the Gatehouse.)
Parking Guidelines

While visiting the UCR Botanic Gardens, please use the following parking guidelines:

<table>
<thead>
<tr>
<th>Location</th>
<th>Payment Method</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG Lot</td>
<td>Pay-and-Display</td>
<td>@ .25/hr., Monday through Sunday.</td>
</tr>
<tr>
<td>Lot 10</td>
<td>Pay-by-Space Visa/M</td>
<td>M-F before 4 PM, $2.00/hour; 2</td>
</tr>
<tr>
<td></td>
<td>Mastercard/Discover</td>
<td>hour maximum; M-F after 4 PM and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>all day on weekends $1.25/hour;</td>
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<tr>
<td></td>
<td></td>
<td>2 hour maximum or $5.50 for the</td>
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<tr>
<td></td>
<td></td>
<td>evening from 4 PM to 10 PM</td>
</tr>
<tr>
<td>Lot 13</td>
<td>Available only M-F</td>
<td>M-F after 4 PM and all day on</td>
</tr>
<tr>
<td></td>
<td>after 4 p.m. or</td>
<td>weekends $5.50</td>
</tr>
<tr>
<td></td>
<td>weekends</td>
<td>Purchase permit at West Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drive Campus Kiosk. If Kiosk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>closed, use dispensing meter at</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kiosk.</td>
</tr>
</tbody>
</table>

Pay-by-Space permits are valid only for the **specified numbered parking space purchased.** (Lot 10)

Pay-and-Display permits must be displayed on the driver's side of the dashboard. (BG and Lot 13)

If you have any questions, please call **951-784-6962 or 909-528-0036** during office hours, Monday through Friday, 8 a.m. to 5 p.m.

For afterhours emergencies please call the Physical Plant 951-827-4214

**In case of emergency, please call 9-1-1 or Campus Police @ 951-827-5222**