

UCR Botanic Gardens

Facilities Guidelines Revised September 2017

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 *Parking Guidelines* below)
- Ensuring no alcohol is served before, during, or after your event unless you have provided a UCR alcohol permit number to ucrbg@ucr.edu prior to your event

Leaving/Closing Up Facilities:

1. Fold and place all chairs and tables into storage closet in their designated areas inside the Conference Room
2. Close the patio doors from the inside and replace/hook chain
3. Remove all of your belongings, dispose of all trash items into the large bin outside the entrance gates
4. Pull down window shades
5. Turn off all lights and the AC unit. Lock the Conference Room doors from the inside and firmly shut the doors as you exit the room

Facilities After-Hours:

1. Room will be opened for the event by Gardens staff
2. Upon completion of the event, turn off all lights and the AC unit. Lock the Conference Room doors from the inside and firmly shut the doors as you exit the room
3. Exit the Gardens through the pedestrian gate using the pushbar to exit

Charges/Penalties:

The Conference Room is to be returned in the same condition in which it was provided, upon completion of the event.

All materials used in an event that were not originally in the space must be removed immediately after the event has completed. This includes all trash resulting from the event together with all food and beverages served and any items used in catering the event. A special clean-up fee (**\$50 minimum**) will be assessed by the Botanic Gardens if the state of the room after your event requires us to return the space to the same condition in which it was provided, including the room's standard configuration as maintained by the UCRBG. Facility Users and/or organization(s) assume full responsibility for any damage to building/room, furnishings or equipment.

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

Parking Guidelines

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

Lot 10: Pay-by-Space using Visa or Discover. Pay-by-Space permits are valid only for the specified numbered parking space purchased.	M-F before 4 PM, \$3.00/hour, 2-hour maximum M-F after 4 PM and all day on weekends \$1.50/hour, 2-hour maximum
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Lot 13: Available M-F after 4 PM or weekends.	M-F before 4 PM, \$10.00/day M-F after 4 PM and all day on weekends \$1.50/hour, 2-hour maximum; \$6.00/day
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Purchase permits at West Campus Drive Campus Kiosk. If Kiosk is closed, use dispensing meter at Kiosk. Pay-and-Display permits must be displayed on the driver's side of the dashboard.

Campus units may wish to contact TAPS in advance to obtain permits for the event on a recharge basis. They may be reached at eventparking@ucr.edu or 951-827-1297.

If you have any questions, please visit our website at www.gardens.ucr.edu or call **951-784-6962** during office hours, Monday through Friday, 8 a.m. to 5 p.m.

For after-hours emergencies please call the Physical Plant 951-827-4214

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