

# UCR Botanic Gardens

## Facility Guidelines Revised September 2018

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**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.

The UCR Botanic Gardens Meeting Room is used for Gardens activities and events and as a service to campus, is available for rental to small UCR groups whose purpose complements our mission. The room contains tables and chairs and a small kitchenette that may be used during rentals; restrooms are in a separate building across the driveway. Tables and chairs may be set up on the adjacent patio but not on the Gardens lawn. The room is not media-ready and we do not provide media equipment or operators. Botanic Gardens staff will open the Meeting Room for rental events and will lock up afterwards. For after-hours events, Gardens staff will be on the premises and will lock the entrance gate after all event guests have left.

### **Meeting Room coordinators are responsible for:**

- Setting up and tearing down your own event including Gardens tables and chairs, if used
- Providing your own media equipment and operator if required
- Arranging for food, linens and setups and meeting vendors/caterers for deliveries and pickups if required
- Disposing of food/drink/paper waste items to the garbage and recycle bins outside entrance gate
- Vacuuming the space upon completion of event
- Informing your guests as to parking requirements, permits, and 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](mailto:ucrbg@ucr.edu) prior to your event

### **Leaving/closing up facility:**

1. Fold and place all chairs and tables into storage closet in their designated areas inside the Meeting Room
2. Close the patio doors from the inside and replace/hook chain
3. Remove all of your belongings, dispose of all trash and recyclables into large bins outside the entrance gates
4. Pull down window shades
5. Turn off all lights and the AC unit

### **Charges/Penalties:**

Upon completion of events the Meeting Room should be left in the same condition in which it was found. All materials used in an event that were not originally in the room must be removed immediately after the event has concluded. 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 it to the same condition in which it was found, including the room's standard configuration as maintained by the UCRBG. Facility Users and/or organization(s) assume full responsibility for any damage to the building/room, furnishings or equipment.

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

## **Parking Guidelines**

**The UCR BG Parking Lot is reserved for Gardens visitors and should not be used for events when the Gardens are open, Monday-Sunday 8am-5pm.**

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

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

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](mailto:eventparking@ucr.edu) or 951-827-1297.

If you have any questions, please visit our website at [www.gardens.ucr.edu](http://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 Facilities Services 951-827-4214**

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