

SELF SUPPORTED EVENT POLICIES

Updated August 2021

Application Policies:

1. Event application and sponsorship is limited to Department of Music Faculty and Graduate Students
2. All applications must be completed via the online application located on the Music Intranet
3. Application deadlines are Monday of Week 5 for the term prior to requested performance date. The Concert Committee will review all Self Supported Event requests during week 5.

Use Policies:

1. As Contracted User you are required to be present for the entire event, including rehearsals.
2. Room Capacity number includes audience and performers combined and you may not exceed that number:
 - The Recital Hall, Room 127: Capacity 170
 - Choral Room, Room 264: Capacity 60
3. You need to be officially trained on the room before access will be granted. There are training sessions scheduled a number of times each year.
4. **Be aware that the only technical resources available to approved Self Support Activities are available in Checkout. These items need to be reserved in advance during regular checkout hours.** No additional sound reinforcement, seating (chairs), theatrical lighting, or scenic design elements will be supported via Production. ALL items must be arranged in advance via checkout. Self supported events are not staffed by Department of Music Production employees.
5. Arrange for the pick up and return of any keys, keycard access, and door unlock requests you may need for your event, with the Facilities Manager at least 24 hours prior to your event.
6. Make sure all the exits are cleared of furniture, speakers, etc. It is imperative that all exit paths remain clear and easily accessible. All cables near access points and exits must be “dressed” and taped down. *Please note text for public announcement on the next page.*
7. Department of Music policy states that there is no food or drink in any CPMC Classrooms, Performance Space, or Hallways. The use of fire, atmosphere generation, fog machines, or smoke-producing devices is strictly prohibited. The distribution and consumption of alcohol and the possession of firearms in Department of Music buildings is strictly prohibited any may be reason for expulsion.
8. All students are responsible for abiding by all University of California Standards of Conduct for Students as well as all UC Policies regarding student conduct.
9. After your event, unless other arrangements have been made with Production and/or Facilities:
 - **Return the room, including all technical resources, to how you found it.**
 - Clear away all trash in room to dumpsters in the loading dock area
 - Secure all equipment
 - Return keys to Facilities Manager the following business day
 - Return check out items the following check out day
 - Make sure all spaces you have used are secure when leaving the area.
10. **A security deposit of \$150.00** (cash or check made out to UC Regents) is required before access to the room will be granted. This check will be returned if the room is returned to its proper setup and clean of all debris.
11. If these policies are not followed, future access to the room by the Contracted User will be denied.

I have read and understand these policies:

(Print name)

(Date)

(Signature)

Pre Show Announcement:

In accordance to California State Law Health and Safety Code Section 13113.6, the Department of Music is reinstituting and requiring the following pre show announcement.

At Five Minutes prior to the published start time, please play recording or announce to the public:

Welcome to the UC San Diego Department of Music.

As a courtesy to the artists and your fellow audience members please take this opportunity to turn off all mobile devices. The use of cameras and all recording devices is strictly prohibited. Also, please take this time to look around you and locate the nearest exit. The nearest exit might not be the door from which you entered the auditorium. Thank you and enjoy the performance.

All events are required to maintain clear pathways to Emergency Exits:

