Event Reservation Subgroup

Meeting Notes

April 4, 2012

10 a.m.-11 a.m.

❖ Policy Review

- Section II G-remove any reference to the Survival Guide
- Section III A1- “general purpose classrooms not assigned for instructional purposes may be released by RAR after the ORD to the UC Reservation Office based on dates and time available for non-academic use.”
  - Is this actually being done??
- Section III B-it was suggested to include a hyperlink to the university’s mission because it references the mission.
- Section IV A-this section of the policy makes it clear that the university has an exclusive agreement food, beverage, snack, etc.; however, it is not clear what products are allowed.
  - It was suggested that the policy include a link to more information about what products are allowed.
- Section IV A2-this section should be completed removed because not all departments receive an in-kind allocation.
- Section IV A4-this section states the department beverage donation, but it does not explain how a department would go about making a request.
  - The policy should include that requests can be send to the Auxiliary Services email address.
- Section VIII A-this section states that some events may require a Certificate of Insurance.
  - Who decides what events require a Certificate of Insurance.
  - Daniel will check with Risk Management on this issue.
- Section VIII B3-this section explains that the reservation offices are required to maintain an inventory of blank agreements.
  - What are these blank agreements?
  - Are they necessary?
Reservation Process Review

- Discussed the proposed reservation process
- Section 2-Each area needs to determine the information we will require from the customer.
  - Facilities-Daniel will provide the list of questions for Facilities.
  - Parking-Eric stated that they just need the basic information that is already included in the proposed reservation process. (date, time, # of guests, etc.)
  - UHPD-There was no representative in attendance, but Rosie will get the information from UHPD website.
- The group thinks that the proposed process is a good start; however, we would like to discuss with Diane in the next meeting to confirm that all the things mentioned in the process can be done through Ad Astra.

Ad Astra Update

- Diane was no able to attend the meeting so there were no updates this week.

Action Items

- Setup CMS training with Diane