UCMERCED Facilities Management
UNIVERSITY OF CALIFORNIA

Events Questions & Answers

Below is a list of common questions the campus community may have when organizing a campus event.

1. **Should I organize a logistics meeting for an event?**

    A: Yes, this is a critical step to ensure each event is properly supported by the various campus departments. FMHelp can assist with providing a suggested list of invitees for event logistic meetings. It is best to start logistic meetings for large events a minimum of 3 months in advance. Logistic meetings can also be held for smaller events.

2. **When should I submit my event request to Facilities Management?**

    A: Lead time is dependent upon the scale and complexity of the event. Small/Standard events require a minimum of 2 weeks' notice while larger events require a minimum of 3 months' notice. Revisions can always be made as the event date gets closer.

3. **How do I get a permit for my event?**

    A: To get a permit for an event, an application needs to be completed through GOVmotus. Any event utilizing Facilities or vendor equipment requires a GOVmotus application to be completed. GOVmotus applications **MUST** be completed 10 business days prior to the event. GOVmotus is managed by Fire and Building Services (FABS).

4. **Do I have to fill out a Campus Special Event App?**

    A: Yes, even for smaller events/gatherings. The App contains details needed for various campus departments that provide support to events.

5. **How do I make changes to my event?**

    A: To make changes to an event request, email fmhelp@ucmerced.edu the updated Campus Special Event App and diagram(s). Be sure to update the corresponding GOVmotus application and diagram(s). Facilities will need an updated permit from FABS.

6. **What is a COA?**

    A: A Chart of Accounts (COA) is an accounting tool that allows Facilities to recharge other departments for services provided. If unsure of which COA to use, contact your sponsoring department, supervisor, professor, or Dean's suite.

7. **How do I book a room or outdoor area?**

    A: Reservations of non-instructional spaces and outdoor areas are made through EMS. Reservations of instruction spaces are made through the Office of the Registrar.

8. **What is the charge to use Facilities tables & chairs for an event?**

    A: Facilities Management does not charge for the equipment used; only the labor time it takes to set up and tear down the event. FM can provide an estimate upon request. Recharge Rates are listed on the Facilities website.

9. **Does Facilities provide tablecloths?**

    A: Facilities does not provide tablecloths. Contact Dining or an outside vendor for this service.

10. **How many chairs fit at each round table?**

    A: The 60" round tables can fit 8 chairs comfortably: 10 chairs maximum. The 6' rectangular tables can fit 6 chairs comfortably: 8 chairs maximum.

11. **What happens if Facilities Management equipment is lost or damaged during my event?**

    A: Any loss or damaged equipment (including wind damage to easy-up tents) will be charged to the event provided COA.

12. Can I use my own or rent equipment?

    A: Yes. FM will not mix any University equipment with any other equipment. If an event requires equipment such as tables and chairs, FM can provide equipment up to our current stock amount. If an event needs more than our current stock, the event coordinator will need to rent all equipment from an outside vendor.

13. Can Facilities pick up the projector I reserved with OIT?

    A: Yes. Inform OIT that Facilities will be picking up the projector. Provide the ticket # to FMHelp for reference on the work order. However, FM will not be liable for any damages.

14. Does Facilities remove leftover food and serving ware from UCM Catering/outside vendor from my event?

    A: No, it is the event coordinator's responsibility to clear the tables so Moving & Events can tear them down.

15. Why am I charged for Custodial Services when they are already on campus?

    A: Custodial Services are funded to provide services for eligible state-supported of classrooms for instructional use and not funded to support events. Event support for Custodial Services will be charged. Please refer to FM State-Funded & Billable Services.

16. How do I support and promote our sustainability commitment with my event?

    A: When submitting your Facilities event request, note you want your event to be a "Zero Waste Event."

17. My equipment or event was damaged by FM staff or services; will I be reimbursed by FM?

    A: No. Contact Risk Services if you believe you suffered a loss and are requesting reimbursement.

18. Can I put up signage?

    A: Signage is to be mounted only in approved locations or free-standing frames. Signage cannot be placed on any unapproved locations: buildings, monuments, structures, etc. Any damage caused by signage, or signage removal, will be charged back to the event. Any signage not removed after the event will be removed and associated removal expenses charged back to the event. For additional information, see the Transportation and Parking Services website.

Things to keep in mind:

- ✓ Heating/Cooling/Lighting/Locks: Be sure that Facilities has a complete list of occupied rooms on your Campus Special Events App to ensure that they are open, and temperature controlled.
- ✓ If your event is before or after normal business hours:
  - o May require special building and/or restroom access
  - o May require lighting and/or heating schedule changes
- ✓ If your event is outdoors, be sure to request the overnight sprinkler system to be turned off.
- ✓ Facilities Management does not rent or loan equipment such as ladders, forklifts, or light stands.
- ✓ Be sure to request additional trash bins if needed for outdoor space events
- ✓ Should you have special power needs e.g., DJ or kettle corn. If the event will require additional power in the form of a generator(s), Fire and Building Safety requires the installation of grounding rod(s). While this could be performed by Facilities staff or the equipment rental company staff, it will require a USA North submittal to confirm the proposed grounding location is free of any below grade utility lines and should be planned with at least 7 business days advance notice.
- ✓ To avoid space booking conflicts, be sure to receive prior venue approval from the area managing department? (Hospitality Services, Housing, Registrar, Library, Facilities Manager, School)
- ✓ Review the Moving & Events equipment list on the event form to help identify needs. For additional equipment needs not listed on the Campus Special Events App, contact an outside vendor. Facilities Management does not have a list of approved vendors. Please contact Procurement Services.

Additional resources:

[Facilities Management](#)

[Facilities Management Events](#)

[Facilities Management Recharge Rates and FM State-Funded & Billable Services](#)

[Risk Services](#)

[Environmental Health & Safety Food Permits](#)

[UCM Police Department Community Service Officers](#)

[CalFire GOVmotus](#)

[Transportation & Parking Services Event Services](#)