

## Events Questions & Answers

Events have many moving parts. Below is a list of common questions the campus community may have, as well as items to keep in mind while organizing resources.

**Q: When do I need to have my request in to FMHelp?**

A: Lead time is dependent upon the scale and complexity of the event. Small events would require a minimum 2 weeks' notice while larger events would require over 6 weeks' notice. Revisions can always be made as the event date gets closer.

**Q: Do I have to fill out an Events Form?**

A: Yes. This form provides details needed by various Facilities areas.

**Q: Should I organize a logistics meeting for my event?**

A: Yes; this is a critical step to ensure a smooth production with any involved department. FMHelp can assist with providing suggested invitees specific for your event.

**Q: What is an FAU?**

A: Financial Accounting Unit is used to recharge between departments here on campus. If you do not know which FAU to use, please reach out to your supervisor/professor/Dean's suite.

**Q: How do I book a room or outside area?**

A: Most areas are listed on <http://rooms.ucmerced.edu/#/search> along with contact information. Some outdoor areas are reserved through FMHelp (Scholars Lane, CTK Quad, COB 2 Quad, SE Quad, SSB Quad) while others are reserved through various departments on campus (Mariposa Recreation Lawn, Amphitheatre, Recreation Fields, Housing Quad). Please contact FMHelp and we will assist you.

**Q: How do I arrange set up so that I am not blocking any egress/fire pathways?**

A: Please contact FMHelp and we will get you in contact with the Facility Manager or the Fire Marshall.

**Q: What will I be charged to rent tables & chairs for an event?**

A: Moving & Events does not charge for the equipment used; only the labor hours it takes to set up and take down. We are happy to provide an estimate upon request. See "Recharge Rates" on the Facilities website for hourly rates broken down by trade/task.

**Q: Does Facilities provide table cloths?**

A: No. Please contact Dining or an outside vendor for this service.

**Q: How many chairs fit at each round table?**

A: The 60" rounds can fit 8 chairs comfortably; 10 chairs if you have to. The rectangular tables are 6' long and can fit 6-8 people.

**Q: How many round tables fit in the California Room?**

A: 14 rounds can fit but that leaves no room for anything else (including buffet/catering tables).

**Q: Can I borrow equipment and set it up myself to save on labor costs?**

A: No. If there are specific budgetary concerns, we will do our best to work with you on options, however any loss or damages to the equipment will be charged to the provided FAU.

**Q: Can Facilities pick up the projector I reserved with IT?**

A: Yes. Be sure to tell IT that Facilities will be picking up and provide the ticket # to FMHelp for reference on the work order. However, FM will not be liable for any damages.

**Q: Does Facilities remove all the leftover food and serving ware from Lakeside Catering/outside vendor?**

A: No, that is the event organizer's responsibility to clear the tables so Moving & Events can break them down.

**Q: Why am I charged for Custodial Services when they are already on the campus?**

A: Custodial Services are staffed to provide services of classroom for instructional use, not for events. Events place an additional load on Custodial Services so the event needs to be charged for that service.

**Q: How do I support and promote our Sustainability Commitment with my event?**

A: Request your event to be a "Zero Waste Event". Contact FM Help and we will work with our Sustainability Coordinator to assist you with that. There are typically little to no additional expenses to host a "Zero Waste Event".

**Q: 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.

**Things to keep in mind:**

- ✓ Heating/Cooling/Lighting/Locks – Be sure that Facilities has a complete list of occupied rooms on your events form to ensure that they are open and temperature controlled.
- ✓ Is your event before or after normal business hours?
  - May require special building and/or restroom access
  - May require lighting and/or heating schedule changes
- ✓ If your event is outdoors, do you need the overnight sprinkler system to be turned off?
- ✓ Facilities Management does not rent or loan equipment. (e.g. ladders, forklifts, light stands)
- ✓ Will you require additional trash bins?
- ✓ Will 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), the generator manufacturer could require 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.
- ✓ Have you received prior venue approval from the controlling department? (Housing, Registrar, Library, Facilities Manager, School)
- ✓ Have you reviewed the Moving & Events equipment list on the event form to help identify needs? For additional equipment needs not listed on the event form, have you contacted an outside vendor?

*Additional resources:*

<http://facilities.ucmerced.edu/>

<http://facilities.ucmerced.edu/campus-services/moving-and-events>

<http://facilities.ucmerced.edu/fm-help/recharge-rates>

<http://risk.ucmerced.edu/>

<http://taps.ucmerced.edu/event%20services>