

School of Social Welfare
Departmental Checklist for Events
 (applies to all events held in the building)

Housekeeping	Any spills that occur must be cleaned up immediately.	All food and drink must be removed from room after event. Do not leave food unattended in the Commons.	Counters/tables should be wiped down.
	Crumbs etc. should be swept up with broom or vacuum cleaner.	If food and/or beverages are consumed and the bins become overflowing (landfill / recycling / compost), you must remove bags to the <u>appropriate outside dumpster</u> , located on the north side of Haviland Hall. We have replacement bags for both trash and compost (storage closet).	All cleaning supplies / equipment are located in the storage closet in 120 Haviland. Supplies should be returned to their original location. We have extra compost bins. Do not remove bins from the hallways. These are for day-to-day use by building occupants.
	All furniture & equipment should be replaced in its original position. Do not move furniture from one room to another without prior approval. No furniture can be stored in the hallway.	Normally we don't place trash/receptacle bins in the Commons. If you do so, use the rug that we have in 219 so the carpet doesn't get dirty. You'll be responsible for cleaning any spills.	Food/drink should be stored in the refrigerator in 219 (the one in the copy room is for day-to-day use). All items should be removed after the event. This refrigerator is not for long term storage as other folks have events planned and will need the refrigerator.
Alcohol	No alcoholic beverages can be served without a prior approved permit from UCPD.		
Noise	Show respect for others in the building including no loud, excessive, or disruptive noise.		
Decorations/Flyers	No open flames or flammable objects are allowed.	Displays/decorations used during the event will be removed promptly. No tape should be used on walls or glass.	Signs/flyers regarding this event cannot be posted on the walls or glass in Haviland Commons, the hallways or classrooms. All signs must be on non-designated bulletin boards only or upright stands. If you post signs on the building doors do not tape on the wood, glass only.
Security / Safety / Locking Up	All windows (lower blinds) and doors must be secured upon leaving if your event is during non-business hours.	Doors to the Commons should not be propped open (in compliance with the Fire Marshall). Exception <u>may</u> be given for evening events when there are less people in the building.	Egress in the hallways should remain clear and no items should block egress and/or doorways. Do not store items in the hallway.
	Any media equipment being used should be turned off and secured.		
Building Use on the Weekend	<p>If your event has been approved to be held in the building on the weekend you MUST let Lorretta know at least two weeks before so I can have UCPD program the card key door to open. They take a minimum of 5-7 business days to confirm. The wooden doors are not opened on the weekend because of security issues. Exception: When the Library is open for business on Sundays the card reader door opens at 12 and closes at 5 pm (except for Summer).</p> <p>If you have food/drink for your event you are responsible for removing the trash/compost bags from the hallway bins to the outside bins (north side of building). Under no circumstances should food/trash remain in the building over the weekend. We do not have custodial services on the weekends.</p> <p>All AV requests should be submitted at least a week in advance at https://docs.google.com/forms/d/e/1FAIpQLScUTCYP9Hwy5J2Fw_QDYRRXv86NsUDRbbZMv5W57EW_RN_jGw/viewform</p> <p>I will confirm your request.</p> <p>You will need to check out a temporary key to the Commons and to room 219 if you need additional chairs/tables or the podium. Please replace all items in their original storage space.</p>		
If you have any questions, always ask before proceeding.			