

Thursday, June 20th, 2024

Yao Yu, SIO

SUBJECT: Confirming Business Use Reservations for T-29.

The Martin Johnson House has been reserved for the following dates and times:

Monday, July 29th, 2024

8:30 AM - 5:30 PM

(includes set-up/breakdown times)

There is no charge for the use of the building. It is understood that you will observe the following policies and that you will be responsible for any damage or other problems resulting from your use of the building.

1. **Please arrange to pick up the key from Scripps Venue Rentals at the Old Scripps Building, Office #18.** Our office hours are 9am to 4pm (858-534-5604). The key must be returned on the first working day after your function.
2. Please be aware there is always a possibility that your reservation may be canceled if the Director determines that there is a higher Scripps priority.
3. You will be responsible for all your own physical set-ups, i.e., Audio Visual, Catering, etc. If you are not familiar with the A/V system at T-29, please arrange to pick up a key ahead of time so you can test it. **If your computer does not have an HDMI port, please make sure to bring an adapter.**
4. If you choose to move the furniture, you must put it back to the original setup (see attached picture). You will be charged a fee of \$75 if the space is left dirty or if the furniture has not been put back together. If you would rather not clean the space, please notify the Scripps Venue Rentals office in order to schedule cleaning for a \$75 fee.
5. No tents or canopies may be erected within twenty feet (20) of the structure (per UCSD Fire Marshall).
6. All spaces at Scripps require a UCSD permit or a daily permit. Lots south of T-29 require either an Scripps Decal or Scripps stamp. Guests without a UCSD Permit will need to purchase a daily permit through the parking office on upper campus. A stamp can be obtained from Scripps Venue Rentals. Parking during the week is limited to 5 spots/permits as the lots are occupied by Scripps students, staff, and faculty.

7. Please note that the Fire Marshall has required us to post a sign limiting occupancy to 49 people inside the facility at any given point in time. This is not to say that larger groups cannot be accommodated for functions using the deck and other outside areas but the maximum legal limit of people inside the building is 49.

8. If you are hiring a caterer you must follow the rules below:

Per Regents Policy 5402, all full-service catering performed on-campus must be performed by UC San Diego Catering if UC funds are being used. In the event UC San Diego Catering cannot perform the services, before you can hire an outside catering company to perform service, you must receive approval from Labor Relations. To request Labor Relations review and approval, please complete and submit the [Rationale for Contracting Covered Services](#) form. Should you have any questions, please contact Labor Relations directly.

If you do receive approval to use an outside caterer, you must select a caterer from our approved list. Each carries the Regents-required insurance and health permits. They offer a variety of menus in a range of prices.

Abbey Catering	858-777-0255	www.abbeycatering.com
Behind The Scenes Catering	858-638-1400	www.btscenes.com
Coast-Catering by Barry Layne	877-577-1718	www.coastcatering.com
Continental Catering	619-698-3500	www.continentalcateringsd.com
Crown Point Catering	619-223-1211	www.crownpointcatering.com
Culinary Concepts	858-251-4646	www.cateringspecialist.com
Feast On This	858-597-0740	www.feastonthis.com
French Gourmet	858-488-1725	www.thefrenchgourmet.com
Giuseppe Fine Catering	858-581-2205	www.giuseppecatering.com
MIHO	619-323-2833	www.amihoexperience.com
Personal Touch Dining	858-638-0672	www.personaltouchdining.com
Terra Catering & Events	619-993-1437	www.terracatering.com
UC San Diego Catering	858-534-3688	www.catering.ucsd.edu
Urban Kitchen	619-239-2222	www.urbankitchengroup.com
The Wild Thyme Company	858-527-0226	www.thewildthymecompany.com

9. All vendors are responsible for their own set-up and teardown *immediately* after the event. *Same day* pick-up is required for all vendors.


10. If you intend to serve alcoholic beverages, you are required to have a licensed bartender, no exceptions. Also, you must complete the “[Campus Events with Alcoholic Beverages From](#)” in accordance with [UCSD Policy & Procedure Manual 510-1, Section XIII](#). This permit is required by the Regents of the University of California and the

Alcoholic Beverage Commission (ABC) whenever alcohol will be present on University premises. *This form must be approved and distributed at least three (3) weeks prior to the scheduled event.*

11. If you will be barbequing, you must place a mat under the barbeque to prevent grease dripping on the concrete.
12. The UCSD Custodial Department is responsible for "normal" custodial services to the restrooms. Special cleaning and disposition of large volumes of trash are the responsibility of the user. You must bring your own cleaning supplies. Reservation time should allow for clean-up. Make sure the guest parking lots and landscape around T-29 is checked for trash.
13. There are no trash cans inside the venue, please obtain trash barrels with liners by contacting your caterer or a rental company (i.e. Bright Rentals – 858.496.9700 or Crown Rentals – 877.577.1718). It is essential that all clean up be accomplished as soon as your function is finished, since there may be other groups scheduled to use the building immediately following your activity.
14. **As we navigate through COVID-19, please use the [UCSD Event Intake Form](#).**
 - a. You agree to review UC San Diego's [Major Events Policy](#), and to comply with the Major Event Policy if your event is covered by it.
15. All research activities, and activities involving flammable/combustible/corrosive materials must get prior approval from Scripps Events Team and/or Campus Safety officers. This includes the use of hazardous or potentially hazardous materials and processes used for demonstrations.

If you have any further questions, please contact Scripps Venue Rentals staff at scrippsvenues@ucsd.edu or 858-534-5604 and leave a message.

I have read the above and accept the terms therein:

	Yao Yu	June 24, 2024
Client Signature	Printed Name	Date



USING AUDIOVISUAL DEVICES

Martin Johnson House 21-137



1

Getting Started

To start the system, connect a laptop using the HDMI cable provided or touch the screen on the AV control panel.



2

Projector Source

Press the desired source button to connect to the projector. The Signal Detected light will turn green when a source is connected.



3

Audio Controls

Adjust the volume by pressing the volume up, down, or mute icons on this page.



4

Settings

Adjust the display settings as needed from this page.



5

System Off

When finished, please remember to disconnect from HDMI. The projector will shut down automatically.