Health Sciences Innovation Building (HSIB)
Special Events Guidelines

POLICY
Health Sciences Innovation Building (HSIB) Engagement and Events Office has been established to help coordinate HSIB special events as well as special events sponsored by external organizations that have an existing affiliation or business relationship with UAHS and/or relevance to the University of Arizona.

BUILDING LOCATION & HOURS
The HSIB is located at 1670 E. Drachman St. Tucson, AZ, 85721. The main building entrance is off the east side of the building. General building hours are from 7:00 AM to 7:00 PM, Monday through Friday. Events scheduled outside of these hours need to arrange their unlock schedule through Jill Garcia (garciajs@medadmin.arizona.edu) or Maura Ross (mauraross@email.arizona.edu). Building schedule changes need to be requested at least one week in advance.

ROOM SCHEDULING TIMELINE & PROCESS
First priority is given to activities necessary to the advancement of the educational mission of UAHS Campus (i.e., academic classes and exams). In order to accommodate credit-bearing curriculum, the following timeframe is strictly enforced. Early requests will be denied.

Non-curriculum/outside affiliated organization meeting room requests must be submitted according to the following timeline:
   a. Requests for January to June: After September 1st in the preceding calendar year.
   b. Requests for July to December: After March 1st in the same calendar year.

All classroom, meeting and internal/external special event space is required to be scheduled through Ad Astra: http://schedule.uahs.arizona.edu/ Guidelines for navigating this scheduling system can be found on the site’s homepage.

Registered Student organizations interested in conducting any special events must contact their respective Student Affairs unit, faculty representative or a sponsoring college department.

We strive to assign the room preferred but cannot guarantee availability. We reserve the right to reassign rooms to serve the greatest number of programs and services. The client will be notified in advance of changes, and every effort will be made to accommodate the client in an alternate location.

Confirmation of the room reservation will be sent via an automated message from the Ad Astra system.

NON–UNIVERSITY GROUPS
All special events are required to be scheduled through Ad Astra and are subject to room and personnel availability. We do not accept reservations from any organization with outstanding payments due to the
University. We reserve the right to cancel an event at any time if we feel the event is not in the best interest of the campus.

Non-University groups are required to sign a Facilities Use Agreement (FUA) at least ten (10) business days prior to their event and are required to remit a deposit of 50% of the total rental fee. Non-University groups shall provide and maintain insurance as described in the FUA document. FUA will be provided by the UAHS Engagement & Events office upon confirmation of event request.

The signed FUA will be forwarded to main campus for review. Once approved, a copy of the agreement will be forwarded to the group. Invoicing will occur after the event date, and payment is due thirty (30) days from the date of the invoice.

**CANCELLATION**

We reserve the right to impose a cancellation fee if written notice to cancel a space is not submitted at least five (5) working days prior to the event. Cancellations received less than five (5) working days before the event will incur a 50% charge of the room rental and less than three (3) days prior notice will be billed in full.

**NO SHOWS**

Full room charges will be enforced for all "No Shows" on reservations with existing charges or with rooms where physical labor has been expended. Groups using rooms will be given only two (2) "No show" occurrences before losing their privilege to reserve rooms.
MEETING/SPECIAL EVENT FEE SCHEDULE

In order to maintain a clean, professional, and technologically modern building, there are fees associated with all HSIB room use. The purpose of the fees are not for profit, but to ensure that sufficient funds exist to refresh technology and facilities when necessary. All meetings and events held in the HSIB are subject to the room charges listed below - the only room use exempt from these fees are credit bearing courses. Room fees as listed below cover ONLY the cost of the room. Extra resources such as A/V support, security, and furniture set-up will be extra and charged separately. More information on additional resources described below.

<table>
<thead>
<tr>
<th>UA HEALTH SCIENCES RATE* Tucson Campus</th>
<th>0-4 hours</th>
<th>Full Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forum</td>
<td>$250</td>
<td>$500</td>
</tr>
<tr>
<td>Forum Annex</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>150 Person Classroom</td>
<td>$160</td>
<td>$320</td>
</tr>
<tr>
<td>60 Person Interactive Learning/Classroom</td>
<td>$80</td>
<td>$160</td>
</tr>
<tr>
<td>33 Person/Classroom (Specialty Room)</td>
<td>$80</td>
<td>$160</td>
</tr>
<tr>
<td>20 Person Interactive Learning/Classroom</td>
<td>$60</td>
<td>$120</td>
</tr>
<tr>
<td>10 Person Small Group Room</td>
<td>$40</td>
<td>$80</td>
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</tbody>
</table>

*UA departments affiliated with the University of Arizona Health Sciences Colleges.

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<tbody>
<tr>
<td>Forum</td>
<td>$1000</td>
<td>$2000</td>
</tr>
<tr>
<td>Forum Annex</td>
<td>$120</td>
<td>$240</td>
</tr>
<tr>
<td>150 Person Classroom</td>
<td>$720</td>
<td>$1440</td>
</tr>
<tr>
<td>60 Person Interactive Learning/Classroom</td>
<td>$380</td>
<td>$760</td>
</tr>
<tr>
<td>33 Person/Classroom (Specialty Room)</td>
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<td>$760</td>
</tr>
<tr>
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<td>$140</td>
<td>$280</td>
</tr>
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<td>60 Person Interactive Learning/Classroom</td>
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<td>33 Person/Classroom</td>
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<td>$1520</td>
</tr>
<tr>
<td>20 Person Interactive Learning/Classroom</td>
<td>$280</td>
<td>$560</td>
</tr>
<tr>
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<td>$200</td>
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ROOM SETUPS

Setup and equipment needs for rooms are to be requested when event confirmation is received. The setup form can be accessed on the FM Special Events site: https://www.fm.arizona.edu/index.html#/specialEvents

Please note that room set up and A/V capabilities are based on personnel availability. If you require a specific setup, some rooms may not be available. Furniture, including tables and chairs, are not to be changed except with permission from UAHS Engagement & Events. When possible, we will try to accommodate all changes to reservations. Please share your event agenda and planned room set-up in advance – we can better serve you and your guests if we are aware of your schedule and have your agenda.

AUDIO/VISUAL RESOURCES AND PERSONNEL

All events in the Forum that plan to utilize A/V must coordinate with UAHS BioCommunications. The technology in the Forum is unique and managed by UAHS BioCom personnel only. This is a billable service. Events in other spaces in the building may require A/V personnel support or additional equipment. This should be coordinated with UAHS BioCom. Any costs incurred are the responsibility of the reserving group. No other client provided equipment may be connected in shared campus spaces without approval from A/V personnel.

CUSTODIAL RESOURCES

Custodial support must be arranged for any event exceeding 50 people and/or containing food. This can be done through the FM website by submitting a work request: https://www.fm.arizona.edu/fmcustomer/servicerequests.aspx.

Any group that leaves a room uncleaned and having not made previous arrangements for custodial support will be assessed an additional fee. We are not responsible for personal items, either lost, stolen or left in the room.

SECURITY

Any event taking place after building hours (7:00AM – 7:00PM, Monday - Friday) must arrange for security presence. Security can be arranged through UAPD or A-Team (an authorized third-party security company). The costs associated with this service are the responsibility of the reserving group and should be coordinated with the security company. More than one guard may be required based on the event specifics.

CATERING/ALCOHOL

Clients can use any caterer they desire for drop and go service. A UA-approved caterer must be used if the caterer remains on campus to set-up, serve, and clean-up, and the food/beverage cost will be less than $750. If the estimated food/beverage cost will exceed $750, the UA Student Union must cater your
event. When serving alcohol, a UA-Approved Bartender must be used and you must complete an application form: [https://www.union.arizona.edu/alcohol/](https://www.union.arizona.edu/alcohol/)

The UAHS Engagement & Events office can assist with completing the permit as some questions require specific language.

**PARKING**

Parking during business hours (7 AM – 5 PM): The closest options for visitor parking during business hours are the Highland Garage or the Health Sciences Garage, both of which have hourly pay parking.

Parking after business hours (after 5 PM or on weekends): The closest option for parking is lot 2012, which is directly west of the building. Visitor parking is free weekdays after 5 PM.

Campus parking map: [https://parking.arizona.edu/docs/maps/parking-map-web-18-19.pdf](https://parking.arizona.edu/docs/maps/parking-map-web-18-19.pdf)

Events that would like to pay for reserved spaces for guests can contact Parking and Transportation to arrange this: [https://parking.arizona.edu/](https://parking.arizona.edu/)

**CLIENT PRE-EVENT STAGING**

When booking an event, we will allow a reasonable time for the client to set up. Requesting space all day for an evening event may result in additional rental charges. Groups requesting storage of materials prior to an event must receive permission from the UAHS Engagement & Events office. Storage space is limited and subject to availability. If prior arrangements are not made, the removal and disposal of unauthorized items may occur. The UAHS Engagement & Events office does not facilitate outgoing shipments or disposals post-event.

Clients needing to unload items can use the loading dock on the northwest side of the building off Drachman street. Prior scheduling arrangements with the UAHS Engagement & Events office must be made, in order to ensure availability of dock space.

**SIGNAGE**

**Taping paper signs up anywhere in the building is prohibited.** Sign stands that clip in an 8.5” x 11” notice are available for client use if pre-arranged through the UAHS Engagement & Events office. Signs printed on foam board and propped on easels are permitted but both the sign and easel need to be provided by the client.

**GENERAL ROOM USE POLICIES**

**Liability:** Any damage occurring during the use of campus space will be the responsibility of the group confirming the reservation.
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Lost and Found: UAHS is not responsible for personal items, either lost or left in the room. Building lost and found is located at the front desk of the administrative offices on the 9th floor.

Hanging Items in Rooms: Nothing may be hung, pasted or affixed in any manner to the facility walls, doors, windows or floors. Decorations may be placed on sign holders or tables. The use of glitter and confetti is prohibited in all locations unless authorized by the UAHS Engagement & Events office in consultation with Facilities.

Candles, Incense or Other Flammable Materials: Use of flammable items is prohibited. Special arrangements must be made for ceremonial purposes.

Balloons: Use of helium balloons in the building is prohibited due to the potential of loose balloons setting off the camera smoke alarm system. Any balloons used must be non-floating and affixed to a structure (balloon arch or pillar, e.g.)

Room Equipment and Set-up: Each room must be left in the condition in which it was found. Moving furniture from one room to another is not allowed. Reserving groups not cleaning up or misusing campus property will be charged a punitive fee. Groups leaving rooms in an improper and/or messy condition a second time will be assessed an additional punitive fee and future use may be suspended. A room used without scheduling through the Astra Schedule will be assessed a punitive fee.

Rental Items: Property supplied by organizations or businesses outside of the University is to be removed from the premises immediately after the event to avoid the cost of storage.

Smoking: Smoking is prohibited anywhere on the UA campus.

Movies: The HSIB is designated a public venue and, as such, all movies shown must have copyright approval.