

RPB Auditorium
Jules Stein Eye Institute
 100 Stein Plaza
 Westwood, CA 90025
 David Geffen School of Medicine at UCLA

Application for: RPB Auditorium (seating capacity: 156)

Event Date: _____ Day of Week: _____ Number of Guests Expected: _____

Event Description: _____

Event Starts: _____ Ends: _____ Set up starts: _____ Clean up Ends: _____

Contact Person: _____ Phone: _____

E-mail _____ Department _____

Address/Campus Code _____

Audio Visual Needs:

- | | |
|--|---|
| <input type="checkbox"/> Computer Projection | <input type="checkbox"/> PC Computer |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> S-VHS and 3/4" Videotape |
| <input type="checkbox"/> Onstage Speaker Table with Mics | <input type="checkbox"/> Single/Dual 35mm Slides |

Questions about audio visual needs can be e-mailed to: weinberger@jsei.ucla.edu

Fee Schedule (4 hour minimum rental)

Monday-Friday 8am-5pm (Flat Rate)	Saturday, Sunday, and Monday-Friday after 5pm (Flat Rate)
_____ 4 hours or less \$ 525	_____ 4 hours or less \$ 825
_____ More than 4 hours \$ 825	_____ More than 4 hours \$1175

Method of Payment: Check (payable to UC REGENTS) or Dept. Recharge # _____
 Loc _____ Account _____ CC _____ Fund _____ Project _____ Sub _____ Object _____

Return completed form and within 48 hours to hold your reservation. Events are booked by **Theresa Stockstill** at JSEI Administration Office PHONE: (310) 206-6641 FAX (310) 206-7488 E-MAIL: stockstill@jsei.ucla.edu.

Payment and Cancellation Policy: Check payment or Recharge/FAU information must be received no later than 72 hours prior to the event. An event must be cancelled a minimum of 72 hours in advance of the start time in order for the event fee to be refundable.

RPB Auditorium

Jules Stein Eye Institute

Auditorium Guidelines

Reservation requests for use of this facility should be directed to Theresa Stockstill in the Administration office at the Jules Stein Eye Institute, (310) 206-6641. In addition to requesting use of the auditorium, an application **must** be completed and returned to Theresa Stockstill within 48 hours of reserving the date and time in order to hold the reservation. Applications are available upon request, as well as on the JSEI website at www.jsei.org. Reservations will not be honored beyond 48 hours after scheduling without a completed application. The application outlines the fees for the rental of this facility as well as the available audio-visual services within the **RPB Auditorium**, which is included in the pricing for use of the facility.

Check payment must be received no later than 72 hours prior to the event. Checks are to be made payable to UC Regents and mailed to: Theresa Stockstill, Jules Stein Eye Institute, 100 Stein Plaza, Suite 2-142, Los Angeles, CA 90095.

Please note the following specific concerns pertaining to using the RPB Auditorium:

No publication of programs should be initiated until confirmation of your reservation has been obtained. The official name of this facility is the "RPB Auditorium at the Jules Stein Eye Institute," when printing event materials. Please use this proper name.

Setting-up for programs held in the Auditorium, as well as all necessary cleaning of the facility at conclusion of program, must be concurrent with the day of the event.

No food or beverages are permitted inside the Auditorium at any time. Refreshments are permitted in the foyer of the Auditorium, but it is preferred that all set-up for the event be located on the West Terrace, immediately outside the foyer.

Events utilizing the outdoor West Terrace are to be set up in the area immediately outside Auditorium doors and cannot extend across the Terrace in order to ensure a clear passageway. Please note Foyer doors must remain unblocked on both sides to allow for clear passage.

JSEI reserves the right to specify caterer and/or a rental company. Diagrams of proposed table layout may be required. *At Your Service* catering is located on campus, and is quite familiar with this facility. Services can be requested through the Catering Office at *310-825-5569 or 310-825-9086* additional information is available at <http://ayscatering.mednet.ucla.edu/>

The Audio-Visual System is to be operated only by authorized JSEI personnel under the direction of Jeff Weinberger. All A/V needs must be arranged with JSEI prior to the event date.

Posters may be displayed on easels only, which the user must provide. No signs are to be affixed to doors, windows or interior/exterior walls of the Auditorium, or other JSEI property.

Notice of any auditorium reservation cancellations must be provided by phone **AND** in writing (to be sent to Theresa Stockstill office fax at (310) 206-7488) at the earliest possible date or at least 72 hours prior to the event date to avoid being charged. Cancellation must include event information as well as the name of the person instructing the cancellation to avoid charges.

Parking arrangements for guests attending all programs held in the RPB Auditorium must be made through UCLA Parking & Commuter Services at (310) 825-1286.

Use of this facility will be monitored, and the user assumes responsibility for leaving the Auditorium in the condition in which it was found. This includes removal of all rental equipment, catering supplies and debris generated by the user. Failure to do so may result in an assessment of additional costs and/or forfeiture of future use privileges.