UCSD Medical Center
Special Event Scheduling and Access Approval

All scheduled activities or events being held on the premises of the UCSD Medical Center must support the goals of the Institution by presenting a professional, competent and caring image. It is the general policy of UCSD Medical Center to limit use of its spaces in order to maintain an environment that is supportive of patients, patient’s families, education, and research. All activities scheduled on the premises of UCSD Medical Center must receive approval from the EH&S Office. Please complete the following information and mail to MC 8235. All requests are subject to facility availability.

Name of Event Coordinator _____________________________ Dept ________________

Telephone/Extension ________________ Pager No. ________________ Mail Code __________

Name of Sponsoring Organization __________________________

Is this a UC Affiliated Organization? Yes No Date of Event ________________

Time of Event: Begin ________ am/pm End ________ am/pm (Events must end by 10pm)

Event Theme/Occasion ________________________________________________

Entertainment or Displays Planned __________________________________________

Events supports the UCSD Medical Center’s strategic Goals by __________________________

Request that the event be held at:

☐ Hillcrest Auditorium ☐ Auditorium Lobby Area ☐ Auditorium Patio Area

☐ Hillcrest Dining Rooms _____________________________ ☐ Dining Patio Area

☐ Medical Center Library/CTF Patio Area

☐ Thornton Hospital Dining area ☐ Thornton Hospital Dining Patio

☐ Other _____________________________

REVIEWED AND APPROVED/NOT APPROVED BY

Fire Marshal _____________________________ Date ________________