



Facility Use Procedure Manual
University of California, Santa Cruz
Revised: 8/13/19

The contents of this Facility Use Procedure Manual are guidelines to establish expectations for use.

The Facility Use Procedure Manual is a "living document." The document is reviewed periodically in order to maintain procedural and legal best practices.

The Facility Use Procedure Manual is derived from university, local, state, federal rules and laws. In addition, the manual references existing event safety manuals established by national, regional, and UC facilities experts.

University of California, Santa Cruz, federal, state, and local laws, rules, and policies are applicable and observed. For a list of policies, please visit:
<https://its.ucsc.edu/policies/index.html>.

Right to Assemble and Free Speech laws may warrant departure from some elements of the guidelines in the Facility Use Procedure Manual.

No event or assembly will - under any circumstance - remove the application of and adherence to University Code of Student Conduct, Federal, State, and local laws.

CONTENTS

- ❖ Venue Description
- ❖ Production and House Specifications
- ❖ Direct Costs
- ❖ Technical Equipment Rental Fees and Administrative Cost
- ❖ Facility Booking and Cancellation Process
- ❖ Rental Fees, Deposits and Invoicing Process
- ❖ Contract and Proof of Insurance/Liability Coverage
- ❖ Security Requirements, Police Staffing and Medical Personnel
- ❖ General Publicity and Marketing Material
- ❖ Ticketing Services
- ❖ Americans with Disabilities Act
- ❖ Parking
- ❖ Staffing
- ❖ Food, Beverage and Event Concessions
- ❖ Merchant Sales
- ❖ Alcohol Permits
- ❖ Sustainability and Waste Management
- ❖ Portable Restrooms and Hand Washing Units
- ❖ Pre-and-Post Event Walk-Through
- ❖ Material References
- ❖ Staff Consultation References

Venue Description

The Quarry Amphitheater is the largest outdoor facility in Santa Cruz County with a permanent stage and seating. The facility is designed for a variety of performance uses, such as large assemblies, contemporary music concerts, commencement celebrations and keynote addresses.

The Quarry Amphitheater has no on-site technical support equipment or systems. Sound, lighting, and all production items must be delivered to the venue from a pre-approved list of production vendors.

The Quarry Amphitheater has limited storage areas. Rental equipment deliveries and pickups must be scheduled accordingly.

The Quarry Amphitheater has strict regulations for all vehicle travel in and out of the facility. Please check with QA staff in advance to receive pre-approval.

When not reserved, the Quarry Amphitheater is open daily from sunrise to sunset. When reserved, the Quarry Amphitheater is available for use based on a pre-approved start and end time.

Production and House Specifications:

Capacity - 2600 seated

Stage - 34' deep x 40' wide x 4' tall. Concrete Slab.

Semi-Permanent Load Bearing Truss Roof.

Electrical - (1) 100 AMP/3 phase power service at stage right.

House Lighting - Programmable in-house.

Wireless Access Points (WAP's) available throughout the venue.

Direct Costs

Event producers and/or sponsors can be registered student organizations, a UCSC department or unit, or an outside organization or individual.

Event producers and/or sponsors are required to demonstrate financial capacity (documented and verified) sufficient to cover all expenses both anticipated and occurred.

All off-campus event producers and/or sponsors are responsible for paying all estimated costs in advance. This includes venue rental, required staffing, and production costs.

All off-campus event producers and/or sponsors are responsible for all applicable insurance coverage.

Anticipated event ticket revenue and concession income cannot be factored in when demonstrating financial capacity.

Technical Equipment Rental Fees and Administrative Costs

Event producers and/or sponsors are responsible for all direct costs incurred in the production of the event, including but not limited to campus work orders and recharges (custodial, trash, directional signs), audio/visual technical costs (PA system, theatrical lighting), all equipment rentals (tables, chairs, tents, portable toilets), and administrative costs and staffing (house manager, box office/ticketing manager, student crew, security, campus police, staff/performer parking, medical first aid).

Any and all technical and visual equipment to be hung on the engineered roof structure must be approved in advance. A fee for rigging and equipment rating will be charged to the event producers and/or sponsors.

Facility Booking and Cancellation Process

Reservation procedures will vary by affiliation. Requester's generally fall into one of the following six (6) categories or groups; each have their own applicable fee schedules, procedures, and insurance requirements.

1. Registered Student Organizations - registered solely through Student Organization Advising and Resources (SOAR)*.
2. UC Santa Cruz Organizations - including all UCSC division, colleges and departments.
3. Non-Profit organizations - with 501(c)3 status unaffiliated with UCSC or UCOP.
4. Corporations and LLCs - updated and certifiable documentation required.
5. Sole Proprietorship, Partnerships or Individuals - updated and certifiable documentation required.
6. Commercial Promoters - Ticketed Events including live concerts, and or performances.

* Student Group eligibility not exclusive to SOAR but require adherence to the following:

1. Meet established SOAR student group criteria.
2. Secured college or department fiscal sponsor and FOPAL.
3. Majority student staff involvement.
4. Marketing material indicate student group affiliation.

Application approval determined by application reservation submission date, calendar availability and intended use. Intended use refers to content, complexity of staging/producing, and/or time to produce.

UCSC's Dean of Students and the General Manager has first right of holding dates on schedule. Reservation will be considered up to six months in advance.

The *minimum* deadline to submit a reservation request for off-campus affiliates is six calendar weeks. The *minimum* deadline for on campus student organizations and campus affiliates is a minimum of 4 working weeks.

A required meeting with facility staff will confirm the proposed production budget and include rental cost and staffing

levels. A site visit with a representatives of the group is required. Approved requests will be scheduled in the master calendar.

Rental Fees, Deposits and Invoicing Process

Rental fees are outlined in the Facility Rate Sheet, which can be found on our website. Rates are based on a five (5) hour minimum. Events that exceed eight (8) hours from load-in to load-out are subject to overtime rates.

All deposits and proof of insurance are due a minimum of three weeks (21 business days) prior to the event. If the deposit and/or proof of insurance are not submitted, the applicant will forfeit the date.

For campus affiliates, a FOPAL will be required to confirm the reservation.

For off-campus organizations a fifty percent (50%) deposit of estimated costs is required to confirm a reservation. Full payment of estimated cost is required three weeks in advance. Non-profit organizations are required to provide a Federal Tax Exempt Status Letter.

Accepted payment methods include cashier's checks or major credit cards.

Contract and Proof of Insurance/Liability Coverage

If the event producers and/or sponsors reservation request is approved, a Certificate of Liability (COI) naming the UC Regents as "additionally insured" is required.

UCSC Real Estate Office must approve insurance documents prior to moving forward with the event.

The event producers and/or sponsors may be required to obtain additional supplemental insurance coverage depending on the scope and scale of the event.

Damage to the grounds (immediate or surrounding) or any part of the Amphitheater (including, but not limited to, roadways, pathways, stage equipment, etc.), will be charged directly to the event sponsor.

Security Requirements, Police Staffing, Fire Marshall requirements and Medical Personnel

UCSC Police Department will be notified prior to all scheduled events. Security arrangements may be required depending on the nature of the event.

Event producers and/or sponsors may be required to hire a bonded and approved event security service to supplement University Police.

Event producers and/or sponsors in collaboration with Quarry Amphitheater staff and University Police will develop a staffing plan to meet security, police, and medical needs.

Medical personnel may be required for events with large projected attendance numbers.

No tenting or tabling can obstruct any of the venue's emergency egress routes.

General Publicity and Marketing Material

Any use of university associated seals, marks and symbols require prior permission and approval from Quarry Amphitheater staff.

Event promotion in print or social media, including but not limited to marketing material is prohibited until application, fees, insurance, security and all additional requirements are

complete. Failure to comply may result in forfeiture of reservation and cancellation of proposed event.

Campus affiliates renting the Quarry Amphitheater are responsible for listing the event on the UCSC campus calendar. Quarry Amphitheater staff are not responsible for the creation and distribution of any publicity and/or marketing materials.

Ticketing Services

Ticketing requirements depend on scope of proposed event, tickets may be required even if event is free.

Event producers and/or sponsors are required to use *University Tickets* (official UCSC ticket vendor unless prior approval is obtained).

Event producers and/or sponsors will work with Quarry Amphitheater staff to oversee box office management.

Per UCSC and University Tickets Client Contract, refunds, credits and cancellations are the sole responsibility of client/event producer. Transaction charges are not refundable.

Promoting, advertising, selling, or dispersing of tickets is prohibited until application, fees, insurance, security and all additional requirements are complete. Failure to comply may result in forfeiture of reservation and cancellation of proposed event.

Americans with Disabilities Act (ADA) Accessibility

The Quarry Amphitheater is an ADA accessible venue with sixteen wheelchair areas and companion seating. There are three designated ADA parking spaces near the entrance of the venue. Accessible shuttle services are available and must be arranged in advance.

Parking

The Transportation and Parking Services (TAPS) at the University of California, Santa Cruz manages parking operations and use of parking lots.

Parking for the Quarry Amphitheater is limited. Most visitor parking will take place at the East Remote Parking Lot unless other arrangements are made in advance. Quarry Amphitheater staff will coordinate parking operations management.

Event producers and/or sponsors are responsible for costs associated with parking. Parking availability and options are based on the anticipated attendance and lots that are impacted.

Event producers and/or sponsors are responsible for costs associated directional signage.

Event personnel or patrons are liable for parking tickets issued to respective vehicles by University Parking Enforcement.

Staffing

Event producers and/or sponsors are responsible for all staffing costs. Staffing positions are dependent on scope of proposed event.

Staffing positions may include but are not limited to Head House Manager, Production Manager, Box Office Support, etc.

Food, Beverage and Event Concessions

Event producers and/or sponsors are allowed to sell concessions.

Concessionaires must be contractually approved by UCSC and the Real Estate Office.

Event producers and/or sponsors must provide liability insurance pertinent to concessionaires.

Event producers and/or sponsors are required to obtain standard food and beverage permits.

Event producers and/or sponsors will arrange with Quarry Amphitheater staff to permit access (bollard removal) to concessions area.

All on-site food preparations and sales must be in accordance with campus environmental health and safety procedures.

Food preparation and sales are allowed in the designated "Front of House" area only.

Concessionaires are required to adhere to UCSC and Real Estate Office Concession policies and procedures. Failure to comply may result in forfeiture of application and cancellation of proposed event.

Merchant Sales

Event producers and/or sponsors are required to meet all requirements for licensing and sales of merchandise. Merchant sales are allowed in the designated "Front of House" area only.

Alcohol Permits

Event producers and/or sponsors must make notice of intent to serve alcohol at the onset of the reservation request process.

Event producers and/or sponsors must fill out an Alcohol Permit request form at the start of the application process.

Event producers and/or sponsors will ensure compliance with the Campus Alcoholic Beverage Policy for UCSC Events (Policy #EVC001).

Policy available at:

<https://policy.ucsc.edu/policies/purchasing-and-material-management/evc001.html>

Sustainability and Waste Management

The Quarry Amphitheater waste bins and recycle bins are limited.

Event producers and/or sponsors will cover costs for additional waste bins and recycle bins as determined by expected attendance.

Portable Restrooms and Hand Washable Units

The Quarry Amphitheater restroom facilities are limited. Depending on the size and scale of the event, additional bathrooms may be required.

Event producers and/or sponsors will cover costs of additional restroom facilities (portable restrooms and hand-washing units).

Additional restroom facilities must meet minimum requirements for number of ADA accessible units.

Pre-and-Post Event Site Visit

Event producers and/or sponsors are required to schedule a pre and post-event site visit with Quarry Amphitheater staff. A pre-event site visit must be scheduled in order to confirm the event request.

Event producers and/or sponsors will be prepared to discuss and confirm all event details as described in the original application.

Event producers and/or sponsors will be prepared to provide evidence (documentation) to support standing agreements and requirements to date.

Event producers and/or sponsors should anticipate additional requirements (as determined by General Manager) due to existing circumstances in the days prior to the scheduled event.

Event producers and sponsors and General Manager will confirm overall condition of facility and surrounding grounds in order to make note of any deficits, existing damage, or areas of concern prior to proposed event.

Post event site visit will occur at a pre-scheduled time one day after the event.

Post event site visit will certify whether or not all agreements and expectations related to the condition of the facility and surrounding grounds were met.

Event producers and/or sponsors will assume all costs related to damages to facility and surrounding grounds due to negligence or accident caused by any person(s) in attendance.