

# 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 Chief Executive Officer, UCSD Medical Center. Please complete the following information and submit to the office of the Chief Executive Officer for processing. All requests are subject to facility availability.

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Name of Event Coordinator \_\_\_\_\_ Dept \_\_\_\_\_

Telephone/Extension \_\_\_\_\_ Pager No. \_\_\_\_\_ Mail Code \_\_\_\_\_

Name of Sponsoring Organization \_\_\_\_\_

Is this is 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 \_\_\_\_\_

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Entertainment or Displays Planned \_\_\_\_\_

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Events supports the UCSD Medical Center's strategic Goals by \_\_\_\_\_

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Request that the event be held at:

Dining Patio Area             Auditorium Lobby Area     Auditorium Patio Area

Medical Center Library/CTF Patio Area

Thornton Hospital Dining area             Thornton Hospital Dining Patio

Other \_\_\_\_\_

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**REVIEWED AND APPROVED/NOT APPROVED BY**

\_\_\_\_\_  
Chief Executive Officer UCSD Medical Center

\_\_\_\_\_  
Date