



## **Social Hall**

### **Standard questionnaire and acknowledgement to process reservations.**

#### **General Details:**

1. Event name
2. Event date (s) and alternative dates/options (if any)
3. How many attendees are expected?
4. Venue Usage Start Time:
5. Venue Usage End Time:
6. Cat card number to process room access:
7. The cost for renting the Social Hall is \$300. Please add your billing account information here:
8. Which room (s) do you need?
9. Food will be served? If so, please share the name of Caterer:
10. Do you need a tour of the venue? If so, please share the best dates and times for a tour here:

#### **Important information:**

- a) Please share a copy of your FM request. The Social Hall doesn't include furniture or linens.
- b) Please share a copy of your special request for cleaning as this is needed after each event. Please note that cleaning also applies for the annex room (Physician Lounge) this is the room with the sink.
- c) The Social Hall business hours are 8:00am-5:00 p.m. However, if your team needs the Hall after 5:00 p.m. please let me know as arrangements with security will be needed e.g., scheduling a security guard.
- d) To secure the reservation. Please email a completed form at [virginiazb@arizona.edu](mailto:virginiazb@arizona.edu) within 7 days of the receipt of this form.
- e) Cancellations must be in writing at [virginiazb@arizona.edu](mailto:virginiazb@arizona.edu) at least 2 weeks prior to event.

- f) User is responsible for contacting and making parking arrangements with University Parking and Transportation Services.
- g) Set-up and Cleanup: Furniture on wheels could be moved by the Users as needed. Furniture not on wheels must be moved by the FM Special Events team and requested on their web. Users must return all furniture to the original configuration immediately after the event. Additional cleanup fees will be charged if the User does not put the room back to original configuration, and/or does not clean and remove all food and related items immediately after the event.
- h) Alcohol: The UA Alcohol Permit Application must be submitted for all events where alcoholic beverages will be served on University of Arizona property.
- i) All events in the Social Hall that plan to utilize A/V **must** coordinate with UAHS Bio Communications
- j) The Social Hall reserves the right to authorize, refuse and/or cancel the use of the Facility at any time up to 30 days before the date of the event, and will refund 100% of any fees paid by User in the event of such a cancellation.

**Important links for reference:**

- UAPD request: <https://uapd.arizona.edu/services/special-event-staffing>. Because this is low security, the UAPD Aide is best for afterhours Social Hall needs. The UAPD Aide responsibilities are ensuring the patio is locked and the main entrance is locked at the end of the event.
- Cleaning: [General Service Request to FM - FM Online Services \(arizona.edu\)](#)
- FM: [FM Special Events](#)
- Arizona Catering: [Catering \(arizona.edu\)](#)
- Parking: <http://parking.arizona.edu/> or contact Special Event Parking at 520-621-7293.
- Alcohol permit: <http://www.union.arizona.edu/alcohol>
- BioCom: <https://biocom.arizona.edu>

Thank you,

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