RENTAL FEES
- Facility rental fees are due no later than (5) business days prior to your event start date
- Accepted methods of payment include UCI recharge, check or cash

CHECK IN
- Organizer is responsible for managing the event check in and registration desk
- Organizer must provide event guests with name badges

A/V
- Organizer is responsible for providing ALL screen content and sending (2) days in advance to the Cove’s Events Manager in accepted file formats, see below
- PowerPoints must be formatted to widescreen, ratio 16:9
- Acceptable files: JPEG, PNG, PDF, Microsoft PowerPoint
- Acceptable video files: MP4, WMA, MKV, MOV

CATERING
- Any serviced catering must be from our preferred vendor list, including deliveries: https://food.uci.edu/catering-alcohol/
- Organizer must be present to accept deliveries and catering services
- Organizer must request trash/janitorial services through the Cove’s Events Manager

ALCOHOL
- Organizer must notify the Cove’s Events Manager of any event that will be serving alcohol
- Bartenders (see preferred vendor list) are required for any event with 50+ guests (1) bartender required for every 75 guests
- If underage individuals are present, organizer must provide an identifier (wristband, color coded name tags, etc.)

HOUSE FURNITURE
- In the Beach, the podiums, panel desk, fire pit, and Adirondack’s are fixed pieces of furniture and cannot be moved
- Outside the Cove’s inventory of tables/chairs organizer is responsible for renting any additional items through Classic Party Rentals, please contact: Alice Eddy at AEddy@classicpartyrentals.com

PARKING
- For any event (M-F, between 7AM - 5PM) with 50(+) drive in cars, organizer must request transportation services through UCI Parking & Transportation at eventprk@pts.uci.edu
- Event attendees cannot park in any marked parking stalls, including “visitor” stalls

SIGNAGE
- Event signage is not allowed outside the building

For questions please email: coveevents@uci.edu
EVENT FLOOR PLAN

For questions please email:
coveevents@uci.edu
EVENT FLOOR PLAN

For questions please email:
coveevents@uci.edu
AQUA
• (6) 2x2 Screens
• Logos, Static/Looping Images, Speaker Bios, Program Agenda, Live Social Media Feeds

GREEN
• (2) 3x3 Screens
• Main Presentation Screens for PPT
• ALL PPT slides must be in widescreen 16:9 formatting

BLUE
• (1) 2x2 Screen
• Welcome Image or Logo

PLEASE NOTE: All Screen Content must be submitted to the Cove Events Manager (2) days prior to the event.

For questions please email: coveevents@uci.edu
SCREENING ROOM SCREEN MAP

For questions please email: coveevents@uci.edu

AQUA
• (2) 2x2 Screens
• Main Presentation Screens for PPT
• All PPT slides must be formatted to widescreen 16:9

BLUE
• (1) Screen
• Welcome Logo or Static Image

PLEASE NOTE: All Screen Content must be submitted to the Cove Events Manager (2) days prior to the event.
**SETUP CAPACITIES**

<table>
<thead>
<tr>
<th>Style</th>
<th>Capacity</th>
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<tbody>
<tr>
<td>Theater Style</td>
<td>175</td>
</tr>
<tr>
<td>Rounds of 8</td>
<td>80</td>
</tr>
<tr>
<td>Classroom Style</td>
<td>100*</td>
</tr>
</tbody>
</table>

*Requires rentals

**ROOM FEATURES**

- Podiums with PC’s & Station Mic
- Center Dias with PC’s, 5 Station Mics
- SpotLighting
- Ceiling Pull Down Power
- Complimentary High Speed WiFi

**A/V FEATURES**

- 110ft Hiperwall Screen (16:9 NEC Monitors)
- Mediasite Recorder & Built In Camera System
- OS Agnostic External Device Connections
- Wireless Microphones
- Confidence Monitors
- Event Live Streaming & Recording
- Audio & Video Conferencing
- Built In JBL Overhead Speakers
- Music Playback
- Live Social Media Feeds
  (Instagram & Twitter)
- Direct TV Source

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For questions please email: coveevents@uci.edu

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Cove@uci.edu innovation.uci.edu currents.innovation.uci.edu

UCI Applied Innovation
5141 California Avenue
Irvine, CA 92697-7700
949-824-COVE (2683)
THE SCREENING ROOM

For questions please email:
coveevents@uci.edu

SETUP CAPACITIES
U-Shape 45

ROOM FEATURES
- Center podium with PC’s & Station Mic
- Built in Power Outlets and USB Charging
- Stations on all Tables
- Ergonomic Office Chairs
- Complimentary High Speed WiFi

A/V FEATURES
- Screen Wall with (7) 16:9 NEC monitors
- Confidence Monitors
- MediaSite Recorder and Built In Camera System
- OS Agnostic External Device Connections
- Wireless Microphones
- Event Live Streaming and Recording
- Audio and Video Conferencing
- Built in JBL overhead speakers
- Music Playback
- Live Social Media Feeds (Instagram + Twitter)
- Direct TV Source
- Apple TV AVIT
- Complimentary High Speed WiFi