CALIFORNIA INSTITUTE OF TECHNOLOGY
BECKMAN INSTITUTE
ADMINISTRATIVE OFFICES

FACILITY USAGE
INFORMATION AND POLICIES
REV. JAN. 2022

> Building Address: 400 S. Wilson Ave., Pasadena 91106
> Administration: (626) 395-2791

- BI Auditorium
- Classrooms (Rooms 115, 121)
- Conference Room (Room 228)
- East Patio (Covered) and West Patio (Covered)
- Glanville Courtyard (Center Courtyard)

- Gene Pool Area
- Beckman Lawn (Wilson Ave.)—not available
- East Lawns (north and south of the Gene Pool)

EMERGENCIES of any kind: use a campus telephone (lobby, hallway, office) to call Security at extension 5000. From a cell phone, call Security direct at (626) 395-5000.
Do not call "911" from a cell phone - *it will delay help.*

EMERGENCY EVACUATION PROCEDURES: the attached procedure guide *must be read* to the audience at the beginning of all events.

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1. TYPES OF EVENTS ALLOWED

Events permitted must be of educational, scientific, cultural or public interest: classes, conferences, lectures, seminars, meetings, student organizations, government related and related receptions and social events. Events must be Caltech/JPL related or have a Caltech/JPL sponsor.   Events for profit-making are not permitted. Events may not charge attendees (except registration fees for scientific and educational conferences). No private social events, weddings or wedding receptions.

2. CHARGES

No charge for use of BI facilities.
Fees will be charged for custodial services, audio/visual and additional electrical needs.
Custodial services are required for multi-day events and weekend events (see Item 5).
Repair fees charged for damages.

3. ASSEMBLY PERMITS – CITY OF PASADENA

The City of Pasadena requires a permit for outdoor assemblies and events including Caltech campus.
In brief, these affect outside activities, assemblies of 50 or more persons, open flames and tents.

For information and procedures, see this web page: https://dandc.caltech.edu/events-and-notices/event-scheduling

Caterers and tent providers are encouraged to get the permits as part of their process.

4. REQUESTS FOR FACILITIES SERVICES (Custodial, Electrical, etc.)

Services available: custodial cleaning, table/chairs/trash can rentals, electrical (additional power), etc.
Requests for services may be made through the Facilities and AIM portal: https://facilities.caltech.edu/fsr

JPL: Send an e-mail to the Service Center (ppservice@caltech.edu) with your request and JPL account number.

5. WEEKEND USE (FRIDAY EVENING, SATURDAY AND SUNDAY) AND MULTI-DAY USE

Weekend use is restricted. Contact BI Administration for more information.
Multi-day events during the week will generally require additional Custodial Service (see #4).

6. CATERING, FOOD AND CLEANUP

No food or drinks are permitted in the auditorium. Cleaning fees will be charged for any spills found after the event.
Drinks and food are permitted in Classrooms 115 and 121, and Room 228. Tables for food may be used in the hallway for rooms 115 and 121.
Catering is permitted by campus or non-campus caterers.
Extra trash cans are required and may be furnished by Caltech Custodial, user or caterer.

BBQ grills or other cooking devices may be used only on the east side near the fountains as permitted by fire department and NOT under the covered areas. They may **NOT** be used on the west side of the building along the walkway by the arches or on the Beckman Lawn (west lawn). BBQ grills must have a protective fireproof covering below them on the ground. Refer to **"3. Assembly Permits"** above.

Cleanup for outdoor events: any trash bags other than in the trash cans should be placed in the dumpsters (northeast corner of building). No boxes or trash bags are to be left in the building or on the patios or in the Courtyard. The facility should be left in good order after use.

7. LIMITED USE AREAS

Center courtyard area: this area is not available Monday through Friday for lunch seating or lunch events. This is reserved for building occupants during that time.
Auditorium Lobby: may be used for registration and information tables as well as for refreshment staging. No other tables are to be in the hallways, near the elevator or blocking the fire doors. *Attendees are to be instructed to not congregate in the lobby. The lobby, elevator area and hallways must remain accessible*.

8. POSTING, SIGNS AND DOORS

Not permitted: Posting or taping of signs, posters or flyers on the glass doors, inside walls or the outside building walls and posts.
Plastic wall sign holders are available near the auditorium doors.
Easels are available. Portable directional signs are available.

Outside doors are **NOT** to be propped open. If there are access problems, please contact BI Administration (2788) during business hours or Security (3164) after hours. See Contact information on Page 4.

9. NETWORK AND TELEPHONE ACCESS

There are Caltech network connections in the auditorium, lobbies, classrooms and conference room.
Wireless network access is available in the auditorium, patios and courtyard, and rooms 115, 121 and 228.
Users may connect through:
  • "Caltech Secure" with Caltech login credentials
  • "Caltech Visitor" without credentials (follow instructions for access)
For additional information on fast wireless and network availability for an event, contact IMSS (see
Contacts on Page 4).
Speakerphone use: telephone connections for speakerphones are available in the auditorium and Rooms
115, 121 and 228.
There are telephones in the auditorium lobby and the hallway. A telephone from BI Administration is
available for use in Rooms 115 and 121.

10. AUDIO/VISUAL EQUIPMENT

Auditorium: There is a large HD video wall (monitors) with sound system suitable for laptop
presentations. In addition, there is a HD video projector and screen.
Rooms 115 and 121: there are ceiling-mounted video projectors, large screens, blackboards and portable
white boards. There are control panels with computer and sound connections next to the blackboards.
Room 228: there is a large video monitor (for laptops), whiteboard and screen.
For audio/visual assistance, contact Caltech audio/visual services (Academic Media Technologies). See
Contact Information on Page 4.

11. OTHER EQUIPMENT AVAILABLE

Podium (accommodates laptops): in the auditorium.
Limited folding tables and chairs: stored in the auditorium rear lobby.
Limited portable sign stand and easels (3-legged): stored in the auditorium rear lobby.

12. CONTACT INFORMATION

EMERGENCY - ANY SECURITY (CALTECH)	**Dial Extension 5000** from a campus telephone or (626) 395-5000 from a cell phone **DO NOT call 911 direct from a cell phone**
Security Non-emergency Assistance	Extension 3164 or (626) 395-3164
BI Administration	Extension 2788 or (626) 395-2788
Reservations	biroomres@caltech.edu
Maintenance Emergencies	Service Center: Extension 4717 (and press 9) or (626) 395-4717 (and press 9)
Audio/Visual Services (AMT)	Caltech Academic Media Technologies Extension 4657 or (626) 395-4657 amt@caltech.edu
Network and Wireless	IMSS Extenstion 3500 or (626) 395-3500 help@caltech.edu
Custodial Services	Service Center: Extension 4717 (and press 9) or (626) 395-4717 (and press 9) ppservice@caltech.edu
Parking Information	Parking Office Extension 8877 or (626) 395-8877 parking@caltech.edu
Loading and unloading information	Contact BI Administration (above)
Campus Map (Beckman Institute is building #74)	https://www.caltech.edu/documents/9/2021_Caltech_Campus_Map-combined.pdf

EMERGENCY EVACUATION PROCEDURES
(to be read before all events)

EARTHQUAKE:

1. Duck, cover and hold on.

2. Important: *Do not move around* until the shaking stops.

3. When the shaking stops, carefully move to an exit - make sure the exit is safe.

4. Assist anyone needing help.

5. When outside, go to the assembly area: the Beckman West Lawn (which is on the Wilson Avenue side of the building). If the West Lawn is in use, assemble near the Gene Pool fountains on the east side of the building. Do not remain in the center courtyard or in the building.
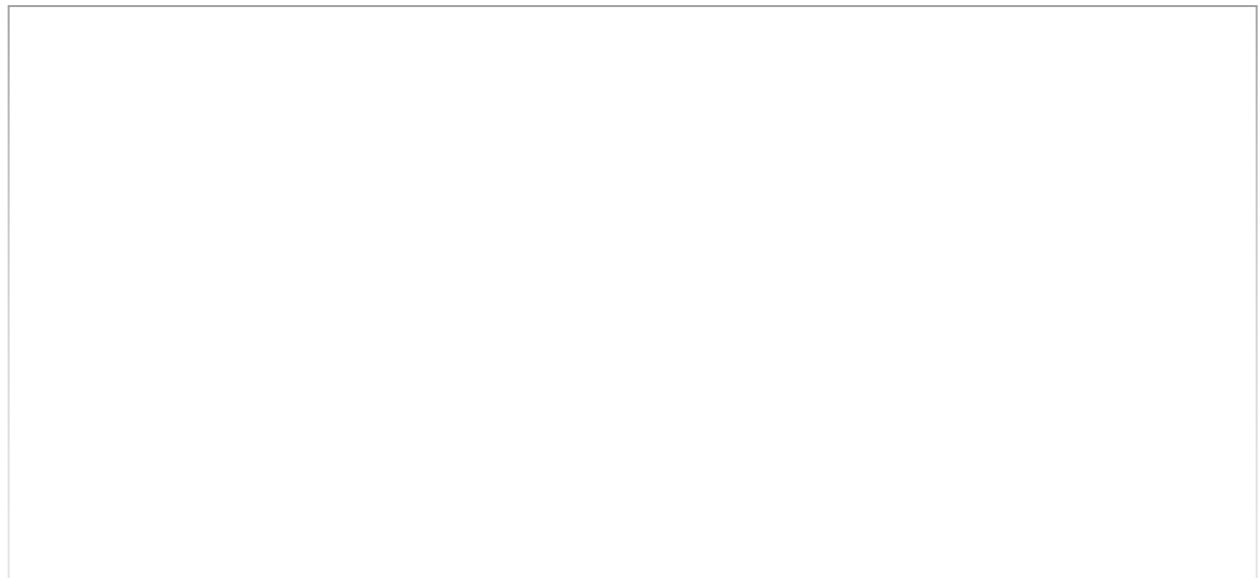
FIRE ALARM:

1. Proceed carefully to the nearest exit. There are four exits in the auditorium: one on each side in the front and two in the rear.

2. Assist anyone needing help.

3. Check doors to see if they are hot. If hot, do not use.

4. Proceed to the assembly area: the Beckman West Lawn which is on the Wilson Avenue side of the building. If the West Lawn is in use, assemble near the Gene Pool fountains on the east side of the building. Do not remain in the center courtyard or building.