

Facilities Reservation Request

External contracts will be valid when UCSD Service Agreement is approved

Read the [SDSC Facilities Rental Use Policies](#) prior to submitting this reservation request to ensure compliance with all policies. A [UCSD Service Agreement](#) is required for all non-UC customers, and 30 days advance time required for processing. Submission and receipt of this request is not a guarantee of availability of space, nor is it a confirmation of reservation. You will receive written confirmation no later than 5 working days after the request has been received. The facilities may not be used without written confirmation. SDSC provides limited logistics support.

Contact: room-reservations@spsc.edu UCSD customers: [view billing statements](#)

UCSD Dept/Company:				UCSD Index:		
Address:				City, State Zip:		
Requestor:			Phone:			Email:
On Site Contact:			Phone/Cell:			Email:
Financial Contact:			Phone:			Email:
Event Title:						
Type of meeting:						
Est. # of attendees:	<i>For over 100 attendees or any size serving alcohol, UCSD departments must complete mep.ucsd.edu.</i>					
Single day event:						<i>Minimum 1 hour.</i>
Multiple day event:	<i>Complete schedule on page 2.</i>					
Custom room setup:	<i>Complete setup/reset schedule on page 2. Event requester is responsible for all arrangements.</i>					

By signing you acknowledge that the requestor and the onsite contact have read and understood the [SDSC Facilities Rental Use Policies](#) and the UCSD Service Agreement (if applicable) and accept the terms as outlined. Thirty-day cancellation policy will be enforced.

Signature (Required): _____

Select the room(s) you would like to reserve and if you need AV/IT support.		UC Rate	External Rate
Auditorium - B210/211/212 Ground Level East Building		\$98/1 st hr - \$78/add. hr	\$142/1 st hr - \$113/add. hr
	Standard Setup: Seating for 130 in a combination of armed and tablet chairs in 2/3 of room. 6 tables (6'x2') and 5 café tables in other 1/3. Additional tables on north and west walls.	No add. fee	No add. fee
	Custom Setup: Max 200 occupants. Combination of armed and tablet chairs available. 30 tables (6'x2') and 5 café tables also available. No table linens provided.	Hourly fees to configure room and reset to standard setup.	Hourly fees to configure room and reset to standard setup.
	Patio: 12 (60" round) tables and 32 folding chairs. No table linens provided.	No add. fee	No add. fee
Synthesis Center (Visualization Lab) - Room B143 East Building		\$98/1 st hr - \$78/add. hr	\$142/1 st hr - \$113/add. hr
	Standard Setup: Seating for 30 people in 3 rows of tables facing the projection screen.	No add. fee	No add. fee
	Custom Setup: Max 30 occupants. Seating for 24 people in executive format (facing group). Other custom arrangements available.	Hourly fees to configure room and reset to standard setup.	Hourly fees to configure room and reset to standard setup.
Classroom - 279 West Building Seating for 25 with 19 student computers and 1 instructor station. See website for list of standard software. Additional software may be installed at the hourly AV/IT support rate.		\$123/1 st hr - \$43/add. hr	\$178/1 st hr - \$62/add. hr
Other Meeting Rooms - various locations. Seating for 8-28 people.		N/A	\$18/hr
SDSC AV/IT Support (specify support requested in comments on page 2)		\$80/hr	\$116/hr

Comments/Additional Information:

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Audio/Visual Support:

SDSC will assist you for a 15 minute sound and AV projector check at no cost during regular business hours. (Monday-Friday, 8:00 AM-4:30 PM)
Additional time will be charged at the hourly AV/IT Support rate.

Custom Room Setup:

SDSC does not provide labor for room setup and reset. Special event setup services are offered by both [UCSD Facilities Management](#) and [UCSD Moving Services](#). Cost for external customers will be reflected on the service agreement. **Event requester is responsible for all setup/reset arrangements.**

If you are setting up power strips or extension cords:

Extra care must be taken to ensure there are no trip hazards and that safety measures for proper use have been met (i.e. no overloading or daisy-chaining of cords). SDSC IT support can provide power cords and assist with setup at the hourly AV/IT support rate.

Furniture Setup/Reset schedule	Setup Date:		Start time:		End time:	
	Reset Date:		Start time:		End time:	
Power Setup/Reset schedule	Setup Date:		Start time:		End time:	
	Reset Date:		Start time:		End time:	
AV check or support	Date:		Start time:		End time:	

Multiple Day/Multiple Room Event Schedule:

Day 1	Date:		Room:		Start time:		End time:	
			Room:		Start time:		End time:	
			Room:		Start time:		End time:	
Day 2	Date:		Room:		Start time:		End time:	
			Room:		Start time:		End time:	
			Room:		Start time:		End time:	
Day 3	Date:		Room:		Start time:		End time:	
			Room:		Start time:		End time:	
			Room:		Start time:		End time:	
Day 4	Date:		Room:		Start time:		End time:	
			Room:		Start time:		End time:	
			Room:		Start time:		End time:	
Day 5	Date:		Room:		Start time:		End time:	
			Room:		Start time:		End time:	
			Room:		Start time:		End time:	