

Facilities Reservation Request

Read the [SDSC Facilities Rental Use Policies](#) prior to submitting this reservation request to ensure compliance with all policies. 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. You must complete the [UCSD Events and Activities Intake Form](#) for all events regardless of size.
 Contact: room-reservations@sdsc.edu [View billing statements](#)

Department:				Project/Task:		
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:						
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
Auditorium - B210/211/212 Ground Level East Building		\$98/1 st hr - \$78/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
	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.
	Patio: 12 (60" round) tables and 32 folding chairs. No table linens provided.	No add. fee
Synthesis Center (Visualization Lab) - Room B143 East Building		\$98/1 st hr - \$78/add. hr
	Standard Setup: Seating for 18 people in 3 rows of tables facing the projection screen.	No add. fee
	Custom Setup: Max 18 occupants. Seating for 16 people in executive format (facing group). Other custom arrangements available.	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.		\$123/1st hr - \$43/add. hr
Other Meeting Rooms - various locations. Seating for 8-28 people.		N/A
SDSC AV/IT Support (specify support requested in comments on page 2)		\$80/hr

Comments/Additional Information:

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](#). **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:	