

1. THE BASICS

Reservations for the Price Center, Student Center, Library Walk, Student Services Center, Town Square and Matthews Quad can be made through University Centers.

For Reservations, visit the One-Stop Desk (Price Center East, Level 3), phone 858-534-7666, email onestop@ucsd.edu or on-line <http://reservations.ucsd.edu>.

Reservations are taken between the hours of 8:00am to 5:00pm Monday through Friday during the academic year. Hours may be altered during the summer and breaks.

Please have the following Information Available when making reservations:

- Specific Date and Time needed
- Number of attendance
- Specific room setup requirements
- Audio/Visual requirements
- Catering Needs
- Any special program needs

Student Organizations are required to meet with their advisor and Complete a Triton Activity Planner (TAP) Form for any event that:

- Is open to the public
- Involves an admission, registration or donation
- Has a performer or speaker to be paid
- Will be advertised off campus
- Requires amplified sound
- Includes food, beverage, or alcohol
- Requires special staffing (security, A/V tech, ticket takers, ushers, etc.)
- Will be held in a University Centers program space (Ballrooms, Theater, Forum, Town Square, Matthews Quad, Multipurpose Room, Plaza)

Please refer to the Facility Usage Policy outlined in this guidebook for additional information.

2. RESERVATIONS SCHEDULING

Priority scheduling is given first to registered UC San Diego Student Organizations, UC San Diego Departments are second and Off-Campus organizations are third:

2a. Registered (via Center for Student Involvement or Campus Dean's Office) UC San Diego Student Organizations

MEETING SPACES

- May reserve space up to 6 months in advance.
- Only principal members listed on the organization's registration form may reserve space for their organization.

- A maximum of four reservations per organization *for meeting and event spaces are allowed on the books at one time. Library Walk reservations are excluded.*
- Reservations shall be for meetings/events directly related to the sponsoring student organization. The primary participants (50% attendance) must be UCSD faculty, staff and/or students.

BALLROOMS

- *Price Center Ballrooms may only be reserved a total of three Fridays (after 4:00pm) or Saturdays per group, per year.*

ANNUAL EVENTS

- *Events designated as “Annual”(taking place yearly at University Centers and lasting one event day) may be booked up to one year in advance. A first time event will not count as an annual event.*
- *Events must be booked on the same date and in the same space each year for two consecutive years to gain annual event status.*
- *If event is cancelled or if dates and or locations need to be altered then annual event status is nullified.*
- *Annual events will not count toward the four-reservation policy listed above.*
- *Annual events will count toward the Ballroom Friday/Saturday policy listed above.*
- *A Student Organization may have no more than 2 annual events per academic year on the books*

2b. UC San Diego Academic and Administrative Departments

- May reserve space up to 1 academic quarter in advance.
- Meeting rooms shall not be reserved as classrooms on a regularly scheduled basis.
- A maximum of four reservations per organization *for meeting and event spaces are allowed on the books at one time. Library Walk reservations are excluded.*
- Reservations shall be for meetings/events directly related to the sponsoring department. The primary participants (50% attendance) must be UCSD faculty, staff and/or students.

BALLROOMS

- *Price Center Ballrooms may only be reserved a total of three Fridays (after 4:00pm) or Saturdays per group, per year.*

ANNUAL EVENTS

- *Events designated as “Annual”(taking place yearly at University Centers and lasting one event day) may be booked up to one year in advance. A first time event will not count as an annual event.*
- *Events must be booked on the same date and in the same space each year for two consecutive years to gain annual event status.*
- *If event is cancelled or if dates and or locations need to be altered then annual event status is nullified.*

- Annual events will not count toward the four-reservation policy listed above.
- Annual events will count toward the Ballroom Friday/Saturday policy listed above.
- A Department may have no more than 2 annual events per academic year on the books

2c. Off-Campus/Non-Affiliate Organizations

- May reserve space up to 6 weeks in advance during the academic year (Sept.-June) or two years in advance for summer events.
- Reservations shall be permitted upon the approval and agreement of the University Centers Director, Associate Director, or Scheduling and Event Services Manager.

Reservations requiring advance planning, above and beyond the reservations time frames established, will be permitted upon the approval of the Director or Associate Director after review of a written request.

3. RESERVATIONS SCHEDULING (SUMMER)

- First Priority is given to conference business
- One day event reservations will be not processed until after January 1 of the upcoming year. This is to ensure that potential multi-day conference business is not impacted
- Summer rates vary based on the type of event and reserving party.
- Annual Event Status is not applicable to summer reservations

4. EXCEPTIONS TO POLICY

Any organization or department may request an exception to policy from Price Center Reservations by filling out an Exception to Policy form. The University Centers Associate Director, Scheduling and Event Services Manager, and University Centers Advisory Board will review this form for approval. Forms are located at the One-Stop desk.

5. CO-SPONSORSHIP GUIDELINES

No Organization or University Department may reserve space on behalf of another group (with the exception of UCSD Conference Services). Groups may not sell, sublease, or transfer their reservation to another group.

Student Organizations may not act as agents for University Departments, off-campus persons or organizations in order to receive student rates for space and services. University Departments may not act as agents for off-campus persons or organizations in order to receive department rates for space and services

The reserving Student Organization or University Department must be the primary organizer/planner of the event. Any fees for space and services must be incurred by the reserving Organization or University Department.

6. CHANGE OF ROOM ASSIGNMENT

The University Centers reserves the right to change room assignments in order to serve the greatest number of programs and activities.

7. EXPLANATION OF RATES

UC San Diego Registered Student Organizations are not charged room rental for conference or program rooms when no admission fees are levied to anyone attending the event. However labor and setup fees may apply depending on event requirements.

UC San Diego Academic and Administrative Departments are generally not charged for small conference rooms. If an admission is charged or is less than 75% of the attendees are non-UC San Diego employees or students, a facility use fee will apply. All UC San Diego Academic and Administrative Departments will be charged a facility fee for the use of program rooms (Ballrooms, Theater, Multipurpose Room, Town Square, Plaza, Matthews Quad, and Forum).

Charges for program space shall be assessed in accordance with the current price structure. UC San Diego Conference Services will be charged rent or a per person conference fee. All off-campus organizations will be charged for use of conference and program space.

8. ADMISSION

Admission is defined as tuition, registration, conference fee, donation or any money that passes into the sponsor's hands.

Student Organizations charging admission will be required to pay the combined total of all meeting and program space versus 5% of the total admission gross, whichever is greater.

UC San Diego Departments charging admission will be required to pay the combined total of all meeting and program space versus 10% of the total admission gross, whichever is greater.

Off-campus organizations charging admission will be required to pay the combined total of all meeting and program space versus 12% of the total admission gross, whichever is greater.

9. PAYMENT OF CHARGES

Charges will be assessed to all groups requiring special services such as technical support, security, housekeeping above and beyond normal services, food/beverage services, special equipment rental, etc. UC San Diego Student Organizations and Departments may use a seven-digit budget index number to remit all charges. Otherwise, all charges are payable to "UC Regents" and shall be submitted to the Scheduling and Event Services Manager.

Off-campus organizations are required to submit a 15% non-refundable deposit within two months of the initial reservation request in order to confirm their reservation. The balance of all estimated charges is payable 48 hours prior to the event. In the event of cancellation all pre-payments are non-refundable.

10. CANCELLATIONS, CHANGES, LATE RESERVATIONS AND NO-SHOWS

All tentative reservations for conference space shall be canceled at least 48 hours in advance of the scheduled event. All tentative reservations for program space shall be canceled at least two weeks in advance. The University Centers asks all groups to be considerate and cancel reservations they will not be using to allow other groups the opportunity to reserve the space.

Requests for reservation changes for confirmed reservations shall be made 48 hours in advance for conference space and 72 hours in advance for program space.

A “no show” applies to all groups who fail to cancel confirmed reservations within the appropriate time frame and the room is set and no one (including the sponsors) shows up for the event.

Minimum charges for the late cancellations, late changes and no shows will be applied as follows

10a. Student Organizations

For program spaces student organizations must cancel 2 weeks in advance of the event without incurring cancellation charges. Student organizations canceling a program space reservations within 2 weeks of the event would incur a \$50.00 cancellation fee. For each occurrence thereafter the cancellation fee would double. First occurrence \$50.00, second occurrence \$100.00 and so on. All past occurrences are removed from the student organizations record at the beginning of the Fall quarter.

For meeting space student organizations must cancel 48 hours in advance of the event without incurring a cancellation charge. Student organizations canceling meeting space within 48 hours of the event would incur a \$15.00 cancellation fee. For each occurrence thereafter the cancellation fee would double. First occurrence \$15.00, second occurrence \$30.00 and so on. All past occurrences are removed from the student organization's record at the beginning of the fall quarter.

Any student organization that no-shows or cancels within 24 hours of their event and the room has been setup will incur the above fees plus any costs associated with the setup of the event.

10b. UCSD Departments

For program space UCSD Departments must cancel 2 weeks in advance of the event without incurring cancellation charges. UCSD Departments canceling program space within 2 weeks of the event would incur a \$50.00 cancellation fee. Each occurrence thereafter the cancellation fee would double. First occurrence \$50.00, second occurrence \$100.00 and so on.

For meeting space UC San Diego Departments must cancel 48 hours in advance of the event without incurring a cancellation charge. UCSD Departments canceling meeting space within 48 hours of the event would incur a \$15.00 cancellation fee. For each

occurrence thereafter the cancellation fee would double. First occurrence \$15.00, second occurrence \$30.00, and so on.

UC San Diego Departments that no-shows or cancels within 24 hours of their event and the room has been setup will incur the above fees plus any costs associated with the setup of the event.

10c. Off-Campus/Non-Affiliate

Deposits are not refundable. Pre-payments are non-refundable if reservation is cancelled less than 48 hours in advance.

11. TENTATIVE, CONTRACTED AND CONFIRMED RESERVATIONS

Reservations are considered tentative until the reservation is signed and returned by the pre-arranged return date. Once signed and returned, the status of the reservation will be changed to Contracted. Once all arrangements are finalized and approved, the status of the reservation will be changed to Confirmed. Arrangements shall be finalized no later than two weeks prior to the event. Arrangement deadlines are established to ensure adequate staffing and scheduling.

Reservations that involve extensive detail and/or technical services will require follow up with the appropriate University Centers Event Services Coordinator.

12. FOOD SERVICES CONCESSIONS AND CATERING

All catering shall be provided by UC San Diego Catering for departmental and off-campus users for events held in the Price Center. Student Organizations (including AS, GSA and Center for Student Involvement) shall be excluded, however any outside catering company must provide the proper health and insurance certificates. Please see your Event Services Coordinator for more information regarding catering policies and procedures.

UC San Diego Catering has the first right of refusal on all departmental and off-campus catered events and must provide written documentation declining service. Events requiring catering in the University Centers facilities must have space reserved first.

The University Centers have the exclusive right to concessions (any and all) within the confines of the University Centers (Student Center and Price Center) and grounds areas that the University Centers maintains.

13. POTLUCKS

Only UC San Diego Student Organizations may hold potlucks for 25 or less people. Food service is limited to light refreshments that do not require on-site food preparation (i.e. cookies, chips, cheese/crackers, vegetables/dips). Potlucks for greater numbers may be approved by the UCSD Catering Director.

Student Organizations are required to properly dispose of all garbage and leave the facility in the condition in which it was found. If cleaning is required above and beyond normally scheduled cleaning, the sponsoring organization will be required to pay cleaning labor fees.

14. AUDIO/VISUAL AND TECHNICAL SERVICES

The University Centers carries a complete inventory of audio/visual equipment for use within the University Centers facilities.

Comprehensive technical services (sound and lighting) are available at UCSD facilities throughout the campus by making advance reservations with the Reservations Desk and meeting with the Technical Services Manager. Technical service and equipment fees will be assessed based on the scope of the event. Groups are held responsible for abiding by the Technical Services Policy. The University Centers Technical Services reserves the right to charge late reservation, late changes, or late cancellation fees.

Audio/visual equipment will be provided free of charge to registered UCSD Student Organizations. Labor charges for technicians will be charged to registered student organizations at current technician rates. Equipment and labor will be charged to all UC San Diego Departments and off-campus groups. Please refer to the audio/visual equipment and technical services rate sheets for current pricing.

15. POSTING POLICY -

http://universitycenters.ucsd.edu/documents/pc_posting_policies.pdf

Banners may be suspended by string or rope off of the 2nd and 3rd floor railing in Price Center West, 2nd floor railing in Price Center East and on the railings facing The Hump and Porter's Pub at the Student Center. No tape or adhesives of any kind may be used (adhesives damage painted and stone surfaces). Banners may not be weighted with anything that may cause damage or harm if the weighted object should fall. As a courtesy, banners should be removed by the sponsoring organization upon conclusion of the advertised event.

The use of nails, tacks, staples, clear or duct tape, or other fasteners and similar materials on doors, windows, walls, furniture and equipment is prohibited.

Flyers may be taped to any vertical cement fixture (i.e. pillars). No posting in the areas surrounding the Price Center water feature, from the fountain on the Library Walk down to the bottom of the stairs in the Plaza. **NO POSTING ON THE GROUND PLEASE!** Posting is not allowed on any of the windows, painted areas or stone surfaces. All flyers will be removed every Sunday by the University Centers Custodial Services staff.

16. CONDUCT AND RESPONSIBILITY

1. Groups reserving space are responsible for the behavior of their guests and members and must restore the facilities to the original position.
2. It is agreed that charges arising from the use of University Centers' facilities will be billed to that sponsoring organization's principal member and will remain the principal member's obligation and responsibility until paid. This includes any theft or property damage occurring from the use of the facility. These are University charges and may revert to a student's master financial record.
3. It is understood that the organization promises and agrees to abide by UC San Diego policies and procedures and University of California guidelines. The University Centers facilities are for use by all members of the UC San Diego community. The

- policies outlined are intended to facilitate the use of the University Centers with the least possible infringement on the activity or freedom of the individual groups.
4. A member of the sponsoring organization must have their Reservation Confirmation in their possession at the time of occupancy and present it upon request as evidence that the proper arrangements for occupancy have been made.
 5. The sponsoring organization agrees to indemnify, defend, and hold the Price Center, Student Center, UC Regents, UC San Diego and its officers, employees and agents harmless against all claims, loss or liability arising from damage to or destruction of property or injury or death to persons occurring because of or related to their reservations.
 6. Groups who reserve space on behalf of another group may be required to pay the total room rent, have all existing reservations canceled, and/or have their reservation privileges suspended for one full quarter.
 7. Student organizations that charge admission for their events are not insured under the existing University Centers' policy. The University Centers strongly encourages Student Organizations to obtain insurance and may require, at its sole discretion that insurance be provided for any events.
 8. Off-Campus Organizations must provide proof of insurance naming the University Centers, UC Regents, UC San Diego and its officers, employees and agents as additional insured's with a general liability limit of no less than one million dollars (\$1,000,000.00). General liability limits may be increased due to the nature of the event. A copy of the Certificate of Insurance must be provided at least one week prior to the event.
 9. The University Centers does not accept responsibility for items lost or stolen in its facilities.