

# SDSC Facilities Rental/Use Policies for External Users

## I. RESERVATIONS

1. [UCSD Service Agreement](#) must be read and signed prior to confirming an SDSC facility reservation
2. Reservations can be requested and confirmed no more than 6 months in advance.
3. Reservations/contracts are not valid until confirmed in writing/email by SDSC.  
You must acknowledge receipt of confirmation (via email, fax or regular mail). Reservations are non-transferable.
4. SDSC offers AV technical support at an hourly rate of \$116. Reserving party is responsible for coordinating ALL logistics (Parking/ UCSD Catering, details and contact information is provided throughout these pages).

## II. PAYMENT INFORMATION

1. By acknowledging the confirmation you agree to abide by the policies and stated herein and to pay for rental and any other fees as specified.
2. SDSC will only accept payment by company check or UC recharge.

## III. TERMINATION

1. Either party may terminate this Agreement upon thirty (30) days' written notice. If the Company terminates this Agreement, the Company will pay UCSD for all costs and any non-cancelable obligations incurred up to the effective date of termination.
2. The reserving party is responsible for cancelling any services they have contracted with other campus departments (UCSD Catering, PPS, Media Services, etc.) or else liable for any charges/penalties they may charge.
3. If a cancelled event has been advertised or announced, reserving party has the responsibility of posting any necessary signs or announcement to notify the public.

## IV. ACCESS TO MEETING SPACES (KEYS)

1. Facilities will be unlocked 15 minutes prior to the specified start time and locked 30 minutes after the specified end time.
2. Reserving party must arrive before UCSD Catering to allow them in, and leave after they have cleaned up at the conclusion of the event.

## V. ROOM SET-UP

1. Room set-up is the responsibility of the reserving party. Room set-up performed by SDSC is \$116 per hour.
2. The San Diego Supercomputer Center auditorium has seating for 200 people. The standard set-up is a combination of armed and tablet seating in rows facing the projection screens. A Table configuration can be set up in two ways, a U Shape that can fit 23 people or rows of tables for a seating capacity of 40.
3. All other meeting rooms and classroom 279 has a standard configuration that cannot be reconfigured or moved.
4. Any additional tables or configurations must be ordered through PPS. Furniture must not be removed from SDSC Facilities and may not be placed outdoors.
5. Reserving party must request pick-up of any extra furniture and other items.  
**All rooms must be returned to their standard format after the conclusion of the event, if not a room set-up charge will be incurred.**
6. Do not drag furniture as this may result in the breaking of legs and tear the carpet.

## VI. AUDIO VISUAL-MEDIA EQUIPMENT AND SERVICES

1. Rental of the facilities does include use of built-in AV/media equipment. Prior to your event it will be necessary for you to meet with one of our AV Technicians for usage instructions. If you want their assistance to run the equipment during your event there is an hourly recharge fee of \$116 per hour for support. Additional AV Services must be requested from UCSD Media Center, preferably online.
2. Costs for any missing or damaged AV/media equipment or accessories will be charged to the reserving party.
3. Lighting equipment must not be placed directly below any fire sprinkler head and must keep a clearance of at least 48" from all sprinkler heads. This rule applies to the entire SDSC building. The temperature required to activate a fire sprinkler head is from 128° F to 160° F.

## VII. OTHER EQUIPMENT

1. A telephone is located in all meeting rooms. Any toll calls made will be charged to the reservation party and can be charged up to 60 days after the event.
2. Easels must be used for signage. No taping, clipping, tacking or nailing is allowed on any surface.

## VIII. PARKING

1. Reserving party is responsible for instructing participants of location and fees, and arranging parking through the UCSD Parking and Transportation Department. This may include permits, reserved spaces, and/or event signage. Special events parking can reserve up to 50 spaces in the Hopkins structure at a cost of \$13.50 per space. The closest parking lot is the Hopkins Parking Structure. Pay stations are located by the elevators on every floor.
2. Fees are set by UCSD, can change, and parking tickets are issued by the state of California. All parking rules and regulations will be enforced from 7 a.m. to 11 p.m. on weekdays. Parking rates, instructions, and maps can be found on the Blink web page "[How to Arrange Parking for Campus Visitors and Guests \(Special Events Parking\)](#)."

## IX. CATERING

1. Catering is the responsibility of the reserving party. UCSD Catering (contact info provided below) is the only catering service permitted for external users. The SDSC Auditorium has a kitchen with refrigerator and microwave and most of the other Conference/Classrooms have a kitchen in close proximity. UCSD Catering accepts MasterCard, Visa and payment by check. Place order prior to 3 business days of your event to avoid late fee.
2. Food and beverages are allowed (except for Training Room 279). We do not allow Red Punch, Red Wines or Grape Juice.
3. Reserving party is responsible for cleaning all used areas immediately after the event. This includes garbage, leftover food and beverages, literature, brochures, signs, etc. Please do not leave anything in refrigerator after your event.
4. Trash must be placed in plastic bags and taken out to the dumpster, located up the driveway on the south side of the SDSC Auditorium. Please do not lift plastic bags out of receptacles. Remove trash from receptacle once at the dumpster. Do not drag bags. Bags have a tendency to leak liquid and create carpet stains.
5. **If you plan on serving alcohol during your event, the reserving party must comply with all applicable ABC requirements and complete the Use of Alcohol and/or Malt Beverages Form duly signed by the SDSC Business Office. You can download form at the following website: <http://adminrecords.ucsd.edu/ppm/docs/510-1.13.HTML>**
6. Cleaning charges incurred by SDSC for any necessary cleaning required after an event will be charged to the reserving party.

## X. CLEAN-UP

1. Reserving party is responsible for removing glasses, paper cups, napkins, literature or any other loose trash and place it in the rolling large trash and recycle receptacles and disposing of it at the dumpsters located on the South side of the SDSC loading dock. You agree to leave the facilities clean for other users. **SDSC reserves the right to charge the reserving party for additional clean-up expenses that result from your event.**
2. If you require additional custodial services for cleaning, you must arrange for these services through PPS at least four working days before the event. **NOTE: If you need immediate services for cleanup or restrooms just before or during your event, please contact PPS emergency number (858) 534-2930.**

## XI. SECURING THE BUILDING & EVENT SECURITY

1. The reserving party is responsible for contacting SDSC Operations at (858) 534-5090 to let them know they are leaving and ready to have the room locked and secured.
2. Contact Campus Police at (858) 534-4357 if you wish to have a Campus Protection Agent (CPA) present during the event. A minimum of one week's notice is required to schedule this service.

## XII. SMOKING

1. Smoking is not allowed inside the facilities. Smoking at the exterior building must be at least 25' feet from doorway entry, operable window or ventilation intake duct to any UCSD facility.

## **CONTACT INFORMATION**

### **UCSD San Diego Supercomputer Center**

#### **Facilities Reservations**

(858) 534-5000, Press 7

#### **Desktop AV Support**

(858) 534-8334

#### **Operations**

(858) 534-5090

### **UCSD Catering**

(858) 534-3688

Menu: <http://catering.ucsd.edu>

### **UCSD Campus Information**

(858) 534-3120

### **UCSD Physical Plant Services**

(858) 534-6875

Ms. Candace Claar, Customer Service

Tel: (858) 534-3944

Fax: (858) 534-2386

[cclar@ucsd.edu](mailto:cclar@ucsd.edu)

### **UCSD PPS Referral Desk**

(858) 534-2930

For emergencies, including plumbing, lighting. Custodial or other services required.

\*Please report any emergencies to SDSC Operations or Facilities.

### **UCSD Parking and Transportation**

(858) 534-0274

#### **Special Events Parking Reservation Line**

Tel: (858) 822-2624

Fax: (858) 534-9685

[kbarkley@ucsd.edu](mailto:kbarkley@ucsd.edu)

### **UCSD Campus Police**

(858) 534-4357