

Facilities Reservation Request

External contracts will be valid when UCSD Service Agreement is approved

Please read the [SDSC Facilities Rental Use Policies](#) prior to submitting this reservation request to ensure you can comply with all policies. A [UCSD Service Agreement](#) will be required for all non-UC customers, and 30 days' advance time is needed 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, and the Center provides limited logistics support. Direct other inquiries to: *Sandra Davey* at (858) 534-5026 daveysl@sdsc.edu or *MaryAnn Klima* (858) 822-0850 mklima@sdsc.edu

Request Date _____ Start Time _____ Presentation Time _____ End Time _____

Note: Start & end times should include time needed for set-up and break-down of event.

Event Title _____

Type of Meeting _____ Est. # of attendees _____

UCSD Dept. /Company _____ UCSD Index _____ UCSD Mail Code _____ Dept. Code _____

First Name: _____ Last Name _____ Fund Manager: _____

Title _____ E-mail _____

Address _____

City _____ State _____ Zip Code _____ Telephone & Fax # _____

Select the room(s) you would like to reserve. Minimum of one hour will be charged per room reservation.	UCSD Hourly Rental Fee	External User Hourly Rental Fee
<input type="checkbox"/> Auditorium (full or partial) B210/211 & 212 Ground Level East Building (seating for up to 200 combination of armed and tablet seating). This is standard setup, no charge for this room setup. Comes with additional tables on north and west walls & café tables.	\$78/1 st hr. - \$58/ subsequent hr.	\$114/1 st hr.-\$85/subsequent hr.
<input type="checkbox"/> Auditorium 50 people at rows of tables (2 per table) facing projection screen, with power strips. Auditorium Room Divider: Close room divider and setup two registration tables on West Wall and 4 catering tables in center of room.	Any special setup takes 3-4 Hours. This will be in addition to hourly room rental fee: \$78/1 st hr. \$58/hr. subsequent hr.	Any special setup takes 3-4 Hours. This will be in addition to hourly room rental fee: \$114/1 st hr. \$85/ subsequent hr.
<input type="checkbox"/> Auditorium U shape setup, seats 24 people, with power strips Auditorium Room Divider: Close room divider and setup 2 registration tables on West Wall and 4 catering tables in center of room.	Additional hourly costs will apply for setup and teardown of interior and exterior furniture configuration.	Additional hourly costs will apply for setup and teardown of interior and exterior furniture configuration.
<input type="checkbox"/> Auditorium Outdoor Patio: Set up 12 (60" round) tables and 32 folding chairs, & 4 umbrellas. If you want any other setup, provide diagram. Does not include table linens.	No additional fee to use the patio.	No additional fee to use the patio.
<input type="checkbox"/> Synthesis Center (Visualization Lab) Room - B143 East Building (Standard seating is for 30 people - 3 rows of tables facing projection screen).	\$78/1 st hr. - \$38/subsequent hr. Additional hourly costs will apply for room configuration.	\$114/1 st hr.-\$55/subsequent hr. Additional hourly costs will apply for room configuration.
<input type="checkbox"/> Classroom Room - 279 West Bldg. 19 Desktop Computers, 1 Instructor station, total seating capacity 25. Download of any software needs to be handled by SDSC IT Dept. (Hourly AV/IT support fee will be charged for installation of software/support), room configuration cannot be modified or changed.	\$43/1st hr. - \$23/subsequent hr.	\$63/1 st hr.- \$34 hr./subsequent hr.
<input type="checkbox"/> Other Meeting Rooms (seats 8-28/various room locations) Non-SDSC users may not reserve these rooms for recurring meetings or for any meeting more than 90 days in advance	N/A	\$18/hr.
<input type="checkbox"/> Administrative Fee (Service Agreement)		\$59/hr.
* SDSC AV/IT Support and Room Configuration Setup/Teardown	\$80/hr.	\$116/hr.

Comments: (Questions/Additional Information)

Person making and signing this reservation request must be the same person responsible at the event. By signing you acknowledge that you have read and understood the SDSC Facilities Rental/Use Policies and the UCSD Service Agreement and accept the terms as outlined. Thirty day cancellation policy will be enforced.

Signature (Required): _____