

SDSC Facilities Rental/Use Policies

(Auditorium, High Tech Conference Room, Visualization Laboratory and Classroom 279)

I. RESERVATIONS

1. Reservations can be requested and confirmed no more than 6 months in advance.
2. 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.
3. SDSC offers AV technical support at an hourly rate of \$74 (UCSD)/\$108 (non-UCSD). Reserving party is responsible for coordinating ALL logistics (Parking/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 UCSD recharge.
Note: UCSD users only: To obtain the UCSD Recharge rate the Index fund and account numbers needs to be provided any other method of payment will be charged the External User rate.

III. CANCELLATIONS

1. Cancellations of reserved space must be received in writing at least 5 working days in advance of the event to avoid charges. SDSC reserves the right to charge the full rental fee for failure to give notice within this time frame. **The reserving party is responsible for cancelling any services they have contracted with other campus departments** (catering, PPS, Media Services, etc.) or else liable for any charges/penalties they may charge.
2. 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. If the event is a long running event and the reserving party would find it more convenient to have a key, the reserving party must make arrangement to pick-up access keys before the event and within SDSC business hours of 8:30-4:00 pm Monday – Friday. If the event is on Saturday or Sunday, the key must be picked up the Friday before.
3. Keys must be returned immediately after the event, the day after if it ends past 4:00 PM, or on the following Monday, if the event falls on the weekend.
4. **UCSD Physical Plant has keys to the facility but UCSD Catering does not.**
5. Reserving party must arrive before 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 a charge to the requestor of \$74.00 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 a hourly recharge fee of \$74.00 per hour for support. Additional AV Services must be requested from UCSD Media Center, preferably online. **Services are not available from UCSD Media Services or SDSC on Friday evening, Saturdays or Sundays.**
2. Costs for any missing or damaged AV/media equipment or accessories will be charged to the reserving party.

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.

VIII. EVENT PUBLICITY, SIGNAGE, AND PROPER USE OF NAMES

1. SDSC is not responsible for taking calls, directing people or answering questions from uninformed callers inquiring about your event.
2. Reserving party must provide contact information on any and all event advertisements, including a specific contact name, telephone, fax, email and return address. NOTE: Notifying Campus Information of your event is recommended. You should also provide information to University Communications if your event is open to the public and you would like to advertise it within the University and the media.
3. Under no circumstances can the SDSC logos be used by the reserving party in their advertising, unless with expressed consent.
4. Reserving party agrees to abide by the following restrictions on the use of the UCSD and SDSC name. Reference to location must be preceded by "To be held at" "the University of California, San Diego" or its acronym "UCSD" or "the San Diego Supercomputer Center" and should include the specific meeting place Room number.
5. All announcements must state in 10-point minimum font size, that the event is not sponsored by UCSD or by SDSC.
6. The San Diego Supercomputer Center (SDSC) shall receive a copy of the announcement before the event is advertised to the public.
7. The University (UCSD) and the San Diego Supercomputer Center have the right to cancel any event when any and all of these guidelines are not adhered to.
8. Easels must be used for signage. No taping, clipping, tacking or nailing is allowed on any surface. Failure to do so may result in a \$50.00 penalty.

IX. PARKING

1. There is no free parking at UCSD except on Saturday, Sunday, and holidays. Parking fees are subject to change.
2. 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.
3. Fees are set by UCSD, can change, and parking tickets are issued by the state of California. This information is provided only as reference
Weekdays: \$7.00/ day pass, \$3.00 evening after 4:30 PM. Weekends: Free
Permits can be purchased at the Pay stations in the parking structures by the elevators \$1.25 per hour permits are available.

X. CATERING

1. Catering is the responsibility of the reserving party. 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, but we do not allow Red Punch, Red Wines or Grape Juice
3. Reserving party is responsible for leaving the kitchens clean 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 but take remove once you are outside of the building. 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.

XI. 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.**

XII. CONDUCT AND RESPONSIBILITY

1. Reserving party is responsible for the behavior of their guests and family members.
2. Reserving party agrees that any charge or expense arising from the use of the Auditorium/Classroom 279/ High-tech Meeting Room/Visualization Lab will be charged to the reserving party and will remain the responsibility of the reserving party until paid. This includes theft or property damage occurring from the use of the facilities under this agreement.
3. The reserving party agrees to indemnify, hold harmless, and defend the San Diego Supercomputer Center/or the UC Regents and their officers, employees and agents against any claims, loss, or liability arising from damage to or destruction of property or injury or death to persons occurring because of related to this reservation.

XIII. SECURING THE BUILDING & EVENT SECURITY

1. The reserving party is responsible for locking doors and making sure that everyone has vacated the building before locking and leaving the premises. If no keys have been issued then it is your responsibility to call SDSC Operations at 858 534-5090 and let them know you are leaving and ready to have the room locked and secured.
2. There will be a \$50 charge if you fail to return the keys no later than two working days after your event, and a \$200 charge if keys are lost.
3. Contact Campus Police 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.

XIV. DAMAGES

1. Any damages to the facilities will be the responsibility of the reserving party and any expenses for necessary repairs will be charged to the reserving party.

XV. SMOKING

1. Smoking is not allowed inside the facilities. Smoking at the exterior building must be at least 20' 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

cclaar@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

UCSD Campus Police

(858) 534-4357