



**San Diego Supercomputer Center**

Mailing Address: 9500 Gilman Drive  
La Jolla, CA 92093-0505  
Physical Address: 10100 Hopkins Drive  
Telephone (858) 534-5000  
Fax (858) 822-5443

## Facilities Reservation Request

*Contract will be valid upon confirmation*

**You must fully read the policies before filling out this form.** A signature is required for reservation request to be processed. Please note that a request is not a guarantee of availability of space, nor is it a confirmation, which you will receive, in writing, no later than 5 working days after request has been received. **The facilities may not be used without written confirmation.** San Diego Supercomputer Center hours are 8:30-4:00 pm., reserving party is responsible for picking up access keys during business hours. The San Diego Supercomputer Center provides limited logistics support. For your convenience, contact information is provided.

Direct other inquires to: *Sandra Davey at (858) 534-5026 [daveysl@sdsc.edu](mailto:daveysl@sdsc.edu) or Lois Rubin at (858) 822-0935*

Request Date \_\_\_\_\_ Start 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 Department/Company/Organization \_\_\_\_\_ UCSD Index \_\_\_\_\_ UCSD Mail Code \_\_\_\_\_ Dept. Code \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Select the room(s) you would like to reserve

	Room	UCSD User Rental Fee	Ext. User Rental Fee
<input type="checkbox"/>	Auditorium B212 (seating for 50)	\$34/1 <sup>st</sup> hr - \$9/subsequent hrs.	\$49/\$13 hr
<input type="checkbox"/>	Auditorium B210 & 211-150 (seating for 150)	\$43/1 <sup>st</sup> hr - \$25/subsequent hrs.	\$62/\$36 hr
<input type="checkbox"/>	Full Auditorium B210/211 & 212 (seating for 200) Or 50 people at rows of tables (2 per table) facing projection screen (fee for room configuration set-up) *	\$51/1 <sup>st</sup> hr - \$32/subsequent hrs.	\$74/\$46 hr
<input type="checkbox"/>	High Tech Meeting Room B145 (seating for 28) (seats 16 around table and 12 along the wall = 28 max seating)	\$52/1 <sup>st</sup> hr - \$27/subsequent hrs.	\$75/\$39 hr
<input type="checkbox"/>	Visualization Laboratory B143 (seats 30)	\$66/1 <sup>st</sup> hr - \$29/subsequent hrs.	\$95/\$42 hr
<input type="checkbox"/>	Classroom 279 (seats 20 fixed)	\$31/1 <sup>st</sup> hr - \$13/subsequent hrs.	\$45/\$19 hr
<input type="checkbox"/>	Meeting Rooms (seats 8-28/various locations)	N/A	\$18/hr
<input type="checkbox"/>	* SDSC AV Support and Room Configuration	\$74/hr	\$108/hr

Comments  
*(questions, comments or any additional info you wish to provide)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 reservation policies and guidelines and accept the terms as outlines.

Signature \_\_\_\_\_  
*(Required)*