



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

External contracts will be valid when UCSD Service Agreement is approved

You must fully read the SDSC Facilities Rental Use Policies and the UCSD Service Agreement prior to completing this request form. (UCSD Departments: you will not need to complete the UCSD Service Agreement, but you must be in compliance with our SDSC Facilities Rental/Use Policies). 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.** 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 or Sheila Alessi at (858) 822-0900*

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. A minimum of one hour will be charged per room reservation.

	Room	UCSD User Rental Fee	Ext. User Rental Fee
<input type="checkbox"/>	Auditorium (full or partial) B210/211 & 212 (seating for up to 200) Or 50 people at rows of tables (2 per table) facing projection screen (fee for room configuration set-up) *	\$78/1 st hr - \$58/subsequent hrs.	\$114/\$85 hr
<input type="checkbox"/>	High Tech Meeting Room B145 (seating for 28) (seats 16 around table and 12 along the wall = 28 max seating)	\$62/1 st hr - \$36/subsequent hrs.	\$90/\$52 hr
<input type="checkbox"/>	Synthesis Center (VizLab) B144 (seats 30)	\$78/1 st hr - \$38/subsequent hrs.	\$114/\$55 hr
<input type="checkbox"/>	Classroom 279 (seats 20 fixed)	\$43/1 st hr - \$23/subsequent hrs.	\$63/\$34 hr
<input type="checkbox"/>	Other Meeting Rooms (seats 8-28/various 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		\$59/hr
<input type="checkbox"/>	* SDSC AV Support and Room Configuration	\$80/hr	\$116/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 SDSC Facilities Rental/Use Policies and the UCSD Service Agreement and accept the terms as outlined.

Signature _____

(Required)