

San Diego Supercomputer Center (SDSC) Facilities Rental and Use Policy

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. Receipt of confirmation must be acknowledged in writing (via email, or regular mail). Reservations are non-transferable.
3. Reserving party is responsible for coordinating ALL logistics (e.g. Parking, Media Services, Catering, room setup and room reset, details and contact information is provided throughout these pages).

II. PAYMENT INFORMATION

1. By acknowledging the confirmation, reserving party agrees 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 UC recharge. Note: To obtain the UCSD recharge rate a UCSD project and task will need to be provided.

III. TERMINATION

1. Either party may terminate this Agreement upon thirty (30) days' written notice. The reserving party is responsible for cancelling any services they have contracted with other campus departments (UCSD Catering, UCSD Facilities Management, UCSD 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

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 end of the event.

V. ROOM SET-UP AND RESET

1. Room set-up and reset is the responsibility of the reserving party.
2. The San Diego Supercomputer Center auditorium has seating for up to 200 people. The standard set-up is a combination of 130 chairs of armed and tablet seating in rows facing the projection screens. In the standard configuration the smaller third of the room contains 6 tables (6'x2') and 5 café tables.
3. All other meeting rooms and classroom 279 have a standard configuration that cannot be reconfigured or moved.
4. Any additional tables or configurations must be ordered through UCSD Facilities Management. 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 brought into the space.
6. All rooms must be returned to their standard format after the conclusion of the event.
7. Furniture must not be dragged as this may result in the breaking of legs and tear the carpet.

VI. AUDIO VISUAL-MEDIA EQUIPMENT AND SERVICES

1. [UCSD Media services](#) is a preferred partner for AV support.
2. Rental of the facilities includes use of built-in AV/media equipment. Reserving party must meet with SDSC IT prior to event for in house equipment training.
3. Costs for any missing or damaged AV/media equipment or accessories will be charged to the reserving party.
4. 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 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. Removable painter's tape must be used for all posted event signage.

VIII. PARKING

1. Reserving party is responsible for instructing participants of parking location and fees, and arranging parking through the UCSD Transportation.
2. Parking fees are set by UCSD, can change, and parking tickets are issued by the state of California. Parking rates, instructions, and maps can be found on the [UCSD Transportation site](#).

IX. CATERING

1. Catering is the responsibility of the reserving party. UCSD Catering (contact info provided below) is the preferred provider.
2. The SDSC Auditorium has a kitchen with refrigerator and microwave and most of the other Conference/Classrooms have a kitchen nearby.
3. Food and beverages are allowed in all rooms except Training Room 279. Red Punch, Red Wines and Grape Juice are not allowed in any room.
4. For events including alcohol, the reserving party must comply with all applicable ABC requirements and complete the [UCSD Events and Activities Intake Form](#).

X. CONDUCT AND RESPONSIBILITY

1. Reserving party is responsible for the behavior of all event attendees.
2. Reserving party agrees that any charge or expense arising from the use of SDSC facilities 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.
4. Smoking is not allowed on the UCSD campus.

XI. CLEAN-UP

1. Reserving party is responsible for cleaning all used areas immediately after the event and leaving the facilities clean for subsequent users. This includes garbage, leftover food and beverages, literature, brochures, signs, etc. Please do not leave anything in refrigerator after your event.

2. 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 Auditorium and loading dock. Do not lift plastic bags out of receptacles. Remove trash from receptacle at the dumpster. Do not drag bags to prevent leaks and carpet stains. Do not leave any trash bags or trashcans on exterior patio.
3. Any charges related to clean up or damages to the facilities will be the responsibility of the reserving party and any expenses for cleaning or necessary repairs will be charged to the reserving party.
4. If you require additional custodial services for cleaning, you must arrange for these services through UCSD Facilities Management 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 UCSD Facilities Management emergency number (858) 534-2930.

XII. SECURING THE BUILDING AND 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. All doors should be closed and locked, including the kitchen, shades should be pulled down. Lights and projector should be turned off.
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.

CONTACT INFORMATION:

SDSC Facilities Reservations: (858) 534-5000, Press 7, facilities@sdsc.edu

SDSC Desktop AV Support: (858) 534-8334

SDSC Operations: (858) 534-5090

UCSD Catering: (858) 534-3688, <http://catering.ucsd.edu>

UCSD Campus Information: (858) 534-3120

UCSD Facilities Management: (858) 534-2930

For emergencies, including plumbing, lighting. And for custodial or other services required.

*Please report any emergencies to SDSC Operations.

UCSD Parking and Transportation: (858) 534-0274

UCSD Campus Police: (858) 534-4357