

SDSC Facility Rental and Use Policy

San Diego Supercomputer Center (SDSC) Facilities Rental and Use Policy for the following facilities:

Street Address

UC San Diego
San Diego Supercomputer Center, MC 0505
9836 Hopkins Drive
La Jolla, CA 92093-0505

[SDSC location, parking, and directions](#)
[Conference Facilities layout and photos](#)

Room Details

Auditorium (E-B210-212)

Located: East side of building off Hopkins Drive, ground level, just off the SDSC driveway.

- The standard configuration is a combination of 130 chairs, including armed and tablet seating, arranged in rows facing the projection screens, plus the smaller section of the auditorium (east side) contains 6 tables (6'x2') and 5 café tables. The smaller section is typically allocated to registration and catering.
- Can accommodate up to 200 people seated—no additional tables.
- Includes the following AV:
 - 3 large screens with connected audio
 - 1 podium
 - 2 mic lavaliers
 - 2 hand-held microphones
 - In-house podium laptop not provided. May be available upon request.
- Campus Facilities Management is required for any customization to the standard configuration setup.
- ELECTRICAL: Standard power supports the “Standard Configuration”.
 - Review power requirements prior to the event date.
 - Coordinate with SDSC IT Support: (858) 534-8334, helpdesk@sdsc.edu, at an hourly rate, with a week's notice, to coordinate any custom changes.
 - A varied inventory of extension cords and safety covers are available in the back furniture closet.
- Heating/Air: SDSC is a [LEED-certified](#) building that utilizes natural airflow throughout to maintain a cool, moderate temperature. It is recommended that the doors remain closed to maintain cooler temperatures. The room can warm up if the doors stay open. Temperature is maintained via campus facilities management. Only moderate adjustments are possible and can take time.
 - If an adjustment is needed, contact Facilities Management at 858-534-2930. Please share with guests that layers are recommended.
- Features a kitchen equipped with a sink, refrigerator, and microwave.
- Hot and cold water cooler.

- Network Wireless Connection is provided by campus through UCSD-GUEST (no passcode required)
 - [Using Wireless as a Guest at UC San Diego](#)
- ACCESS: Center Door (north facing, electronic) + Bathrooms (electronic). The center Auditorium doors and both restrooms are electronic; all others are key entry.
 - Contact SDSC Operations at (858) 534-5090 to unlock.

Synthesis Center (E-B143)

Located inside the East entry/lobby of SDSC (facing Hopkins Drive). Room entry is tucked under the stairwell to the right..

- Classroom style for 18 with an additional 6-8 seats in the back of the room at rounds.
- This room has a standard classroom format **that cannot be reconfigured or moved.**
- Includes the following AV:
 - 3 large screens with connected audio
 - 1 mobile podium
 - In-house podium laptop provided.
- **Due to the technology hardware accessible in this space, this room is not available to any groups under 18 years of age.**
- Heating/Air: SDSC is a [LEED](#)-certified building that utilizes natural airflow throughout to maintain a cool, moderate temperature. It is recommended that the doors remain closed to maintain cooler temperatures. The room can warm up if the doors remain open. Temperature is maintained via campus facilities. Only moderate adjustments are possible and can take time.
 - If an adjustment is needed, contact Facilities Management at 858-534-2930. Please share with guests that layers are recommended.
- This space does not have a dedicated kitchen. The kitchen in the south side corridor can be used lightly for cleaning and returning the room to its original state. This kitchen, or refrigerator, can be used to support any reserved event.
- Hot and cold water cooler
- Network Wireless Connection: is provided by campus through UCSD- GUEST (no passcode required)
 - [Using Wireless as a Guest at UC San Diego](#)
- ACCESS: Single entry foyer door (by key). Contact SDSC Operations at (858) 534-5090 to unlock.

SDSC REFERENCES

- SDSC Room Reservations (Program & Events Team): room-reservations@sdsc.edu
- See [Conference Facilities](#) for space details, photos, and layouts.
- SDSC IT Support: (858) 534-8334, helpdesk@sdsc.edu
- SDSC Operations & Building Access (24/7): (858) 534-5090

The reserving party is responsible for abiding by all UC San Diego event policies and procedures when utilizing space at SDSC. The reserving party is responsible for all coordination and logistics of the event (e.g., parking, media services, catering, room set up, and room reset). The reserving party is required to follow the guidelines below in renting event space at SDSC.

RESERVATIONS

- Reservations can be requested and confirmed up to 6 months in advance.
- To inquire regarding availability, please send the following details to: room-reservations@sdsc.edu
 - Event Title
 - Space requesting: Auditorium or Synthesis Center
 - Dates & Times (include set up and reset)
 - Number of attendees
- To reserve space, complete the [Facilities Reservation Form](#) and send it as a PDF to room-reservations@sdsc.edu
 - Please save PDF using this format: YearMonthDate-room-host [YYYYMODA-room-host, (e.g.,20160510-Auditorium-lastname)]
 - Be sure to include setup and reset days and times in the schedule.
 - Form must include: billing project/task
- Once the reservation is confirmed, a confirmation email will be sent.

PAYMENT INFORMATION

- SDSC will only accept payment through the campus project/task.
- By acknowledging the room reservation confirmation, the reserving party agrees to abide by the policies stated herein and to pay for the rental and any other fees as specified.

RESERVATION CANCELLATION

- Either party may terminate this Agreement upon thirty (30) days' written notice. The reserving party is responsible for canceling any services they have contracted; they will be liable for any charges or penalties incurred.
- If RESERVING PARTY cancels in less than thirty (30) days, what happens?
- If a cancelled event has been advertised or announced, the reserving party is responsible for posting any necessary signs or announcements to notify the public.

ACCESS TO MEETING SPACES

SDSC Operations: 858-534-5090

- The facilities will be unlocked 15 minutes prior to the specified start time, or contact SDSC Operations to request access to reserved space. At the end of your event, the reserving party is responsible for contacting SDSC Operations to lock the doors.
- The reserving party must arrive at least one hour before the scheduled start or as scheduled with catering of the event to allow for catering and setup.

ROOM SET UP AND RESET

See the [Conference Facilities](#) page for photos and layouts.

- Room set up and reset are the responsibility of the reserving party.
- Furniture must not be removed from SDSC's Facilities and may not be placed outdoors.
- Additional tables or chairs may be ordered through a rental supply company approved by campus.

- The reserving party is responsible for coordinating all drop-off and pick-up of any rental furniture and other items brought into the space.
- All rooms must be returned to their standard format after the conclusion of the event.

AUDIO VISUAL (AV)

SDSC IT Support: (858) 534-8334, helpdesk@sdsc.edu

- Refer to the room AV details listed above (“Includes the following AV”)
- The reserving party must meet with SDSC IT at least one-week before the event for in-house equipment training.
- Costs for any missing or damaged AV/media equipment or accessories will be charged to the reserving party.

Additional AV/IT

- You are welcome to bring in additional media services using a UC San Diego campus resource or an approved campus vendor.
- ***If lighting equipment is brought into any space at SDSC, it must not be placed directly below or within 48” from any sprinkler head. This clearance must be maintained at all times.***

OTHER EQUIPMENT

- Removable blue painter’s tape must be used for all posted event signage.

PARKING

- The reserving party is responsible for providing their guests with directions and parking instructions to ensure a smooth arrival.
- The reserving party is responsible for extending any parking fee, location, or policy details to their guests.
- UCSD sets parking fees, which are subject to change. Parking tickets are issued by the California Department of Motor Vehicles. Parking rates, instructions, and maps can be found on the UC San Diego Transportation website.

CATERING

- Food and beverages are allowed in both spaces. Please be respectful of the food being brought in.
- Catering is the responsibility of the party making the reservation.
- UCSD Catering is the required provider if on-site services are required.
- For events involving alcohol, the reserving party must comply with UCSD policy, which includes completing a Major Event Intake Form and obtaining an Alcohol Permit, both of which can be found on the [Campus Events and Activities Portal](#).

CLEAN-UP

- The reserving party is responsible for cleaning all areas used during the event immediately after the event and for leaving the facilities clean for subsequent users. This includes garbage,

leftover food and beverages, literature, brochures, signs, and other similar items. Please do not leave anything in the refrigerator after your event.

- Place all event trash in large rolling trash and recycling receptacles, and dispose of it in the dumpsters located on the south side of the SDSC Auditorium, at the top of the loading dock. Remove trash from the receptacle at the dumpster.
- Please do not drag bags to prevent leaks and carpet stains.
- Please do not leave any trash bags or cans on the exterior patio.
- Any charges related to cleanup or damages to the facilities will be the responsibility of the party reserving the facilities. Any expenses for cleaning or necessary repairs will be billed to the party reserving the space.
- If you require additional custodial services for cleaning, please arrange for these services through UCSD Facilities Management at least four working days prior to the event. NOTE: If you require immediate services for cleanup or restrooms just before or during your event, please contact the UCSD Facilities Management emergency number at (858) 534-2930.

Securing the Building

Contact: SDSC Operations – 858-534-5090

- The reserving party is responsible for contacting SDSC Operations to secure the facility once the space is clean and returned to its standard setup.
- Shades should be pulled down.
- The lights and projector should be turned off.
- **Auditorium:** Center Door (north facing, electronic) + Bathrooms (electronic). Be sure to check all doors, including the kitchen back door, 11 doors + bathrooms. The center Auditorium door and both bathrooms are electronic; all others are key entry.
- **Synthesis Center:** Single entry foyer door (by key).
- You are responsible for ensuring the doors and facility have been secured.

Conduct and Responsibility

- The reserving party is responsible for the behavior of all attendees at the event.
- The 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 that occurs as a result of the use of the facilities under this agreement.
- 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.
- Smoking is not allowed on the UCSD campus.

Links

Campus Resources

<https://blink.ucsd.edu/>

Catering & Events

<https://blink.ucsd.edu/facilities/services/general/conference/index.html>

<https://blink.ucsd.edu/facilities/services/general/conference/catering/index.html>

<https://blink.ucsd.edu/travel/entertainment/index.html>

<https://blink.ucsd.edu/sponsor/events/index.html> (Major Events Form, Alcohol Use Form)

<https://blink.ucsd.edu/travel/entertainment/entertainment-process/index.html#event-planning-request-before-the-event>

<https://blink.ucsd.edu/facilities/services/general/conference/#-select-and-reserve-a-meeting-room>

(How to Plan a Conference)

Facilities Management

(858) 534-2930, wsc@ucsd.edu

<https://blink.ucsd.edu/facilities/management/index.html>

For emergencies, including plumbing, lighting, room set up, custodial, or other required services.

*Please also report any emergencies to SDSC Operations (858)534-5090.

Media Services

<https://blink.ucsd.edu/technology/media/index.html>

<https://blink.ucsd.edu/faculty/instruction/tech-guide/index.html>

<https://qi.ucsd.edu/services/event-spaces/>

Parking & Transportation

<https://transportation.ucsd.edu/>

Police

9-1-1 for Emergency - Call (if you can) or Text (if you can't)

Non-Emergency Phone: (858) 534-HELP (4357)

Location: Campus Services Complex, Building B ([map](#))

<https://police.ucsd.edu/>

Safety Escorts

Call (858) 534-9255

<https://police.ucsd.edu/about/cso.html>