

Facilities Reservation Request

Read the [SDSC Facilities Rental Use Policies](#) prior to submitting this reservation request to ensure compliance with all policies. Submission and receipt of this request is not a guarantee of availability of space, nor is it a confirmation of reservation. You will receive written confirmation no later than 5 working days after the request has been received. 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.
 Contact: room-reservations@sdsc.edu [View billing statements](#)

Department:				Project/Task:		
Address:				City, State Zip:		
Requestor:			Phone:			Email:
On Site Contact:			Phone/Cell:			Email:
Financial Contact:			Phone:			Email:
Event Title:						
Type of meeting:						
Est. # of attendees:						
Single day event:						<i>Minimum 1 hour.</i>
Multiple day event:	<i>Complete schedule on page 2.</i>					
Custom room setup:	<i>Complete setup/reset schedule on page 2. Event requester is responsible for all arrangements.</i>					

By signing you acknowledge that the requestor and the onsite contact have read and understood the [SDSC Facilities Rental Use Policies](#) and the UCSD Service Agreement (if applicable) and accept the terms as outlined. Thirty-day cancellation policy will be enforced.

Signature (Required): _____

Select the room(s) you would like to reserve and if you need AV/IT support.		UC Rate
	Auditorium - B210/211/212 Ground Level East Building	\$98/1 st hr - \$78/add. hr
	Standard Setup: Seating for 130 in a combination of armed and tablet chairs in 2/3 of room. 6 tables (6'x2') and 5 café tables in other 1/3. Additional tables on north and west walls.	No add. fee
	Custom Setup: Max 200 occupants. Combination of armed and tablet chairs available. 30 tables (6'x2') and 5 café tables also available. No table linens provided. Return to Standard Setup required.	Coordinate with UCSD Facilities Management
	Patio: 9 (60" round) tables and 32 folding chairs. No table linens provided.	No add. fee
	Synthesis Center - Room B143 East Building (participants must be min. 18 years of age due to command center station in room)	\$98 first hr. 78/add. hr
	Standard Setup: Seating for 18 people in 3 rows of tables facing the projection screen. <i>Custom Setup not available in this room.</i>	No add. fee
	Additional Meeting Spaces may be available upon request	
	SDSC AV/IT Support (specify support requested in comments on page 2)	\$80/hr

Comments/Additional Information (room setup, AV/IT special request, etc.):

Audio/Visual Support:

SDSC will assist you for a 15 minute sound and AV projector check at no cost during regular business hours. (Monday-Friday, 8:00 AM-4:30 PM)
 Additional time will be charged at the hourly IT Support rate. Contact SDSC IT Support at helpdesk@sdsc.edu.

Custom Room Setup (Auditorium only):

SDSC does not provide labor for room setup and reset. Special event setup services are offered by both [UCSD Facilities Management](#) and [UCSD Moving Services](#). **Event requester is responsible for all setup/reset arrangements. Room is required to be returned to the Standard setup.**

If you are setting up power strips or extension cords:

Extra care must be taken to ensure there are no trip hazards and that safety measures for proper use have been met (i.e. no overloading or daisy-chaining of cords). SDSC IT Support can provide power cords and assist with setup at the hourly rate.

Furniture Setup/Reset schedule	Setup Date:		Start time:		End time:	
	Reset Date:		Start time:		End time:	
Power Setup/Reset schedule	Setup Date:		Start time:		End time:	
	Reset Date:		Start time:		End time:	
AV check or support	Date:		Start time:		End time:	

Multiple Day/Multiple Room Event Schedule:

Day 1	Date:		Room:		Start time:		End time:	
			Room:		Start time:		End time:	
			Room:		Start time:		End time:	
Day 2	Date:		Room:		Start time:		End time:	
			Room:		Start time:		End time:	
			Room:		Start time:		End time:	
Day 3	Date:		Room:		Start time:		End time:	
			Room:		Start time:		End time:	
			Room:		Start time:		End time:	
Day 4	Date:		Room:		Start time:		End time:	
			Room:		Start time:		End time:	
			Room:		Start time:		End time:	
Day 5	Date:		Room:		Start time:		End time:	
			Room:		Start time:		End time:	
			Room:		Start time:		End time:	