



Raza Resource Centro Room Reservation Form

I want to reserve: Library/Lounge (public/open) Conference Room (private/closed)

Event Name: _____

Hosting Party/Organization: _____

Are You an Affiliate Organization of the Centro? Yes No

Date of Event: ____/____/____ Time: From ____ To ____ (2 Hour Max)

Alternative Date: ____/____/____ Time: From ____ To ____ (2 Hour Max)

Event Purpose (Select One or More):

- Academic Success
- Retention
- Community
- Organizational Meeting
- Graduate Level
- Other: _____

Expected Attendance: _____ (Max Capacity 25)

Activities Taking Place at Event: _____

Food to be provided? Yes No

If yes, is this event being catered? Yes No

If yes, who will be the contracted caterer? _____

Will you need access to AV/Projector? Yes No

MAC Adapter needed? Yes No

Applicant Name: _____

Applicant Email: _____

Applicant phone number: (____) _____ - _____

Applicant Signature: _____ Date: ____/____/____

Please Note:

- Student attendees to events hosted in the Centro must sign in with their Triton Card **and**
- A list of ALL attendees must be provided to Daniel Cardenas (Facilities, Operations, and Student Programs Coordinator) within 24hrs after event.
- Priority of reservations is on a first come-first serve basis. In the case of same day reservations, priority will be given in the following order: RRC Affiliates, Registered Student Orgs, Staff/Faculty Orgs, Campus Departments, Community Members.
- Reservations **must** parallel and move forward the mission of the UCSD Raza Resource Centro

To Be Completed By RRC Operations Staff

Date Application Received: ____/____/____ Application Status: Approved Denied

Notes:

Ops/AD/Directors Signature: _____ Date ____/____/____

OMNI Code Needed? Yes No OMNI Code Granted? Yes No

MAC Adaptor Checked Out? Yes No MAC Adaptor Checked In? Yes No

Terms of Agreement for Reservation of the RRC Conference and Main Room:

- 1. The space must be returned at the same condition it was received. This includes the clean-up, removal of trash, arrangement of furniture and overall cleanliness of the RRC.
 - a. You may borrow the RRC broom, vacuum and cleaning supplies to ensure proper clean-up.
 - b. The RRC does not handle or aid in the room set-up of the requested event. Departments/Organizations must send representatives to set-up rooms and to clean-up after the event. Mesa Cuauhtémoc is a fragile wooden table located near the computer area. Relocation of the table is not permitted.
 - c. If available, a staff member from the RRC may assist you with any of the issues above.
- 2. For events occurring after normal operating hours, a code will be issued to the event organizer.
 - a. The code will be emailed to the event organizer 12-24hrs prior to the program/event.
 - b. Please be advised that this code is a privilege and not a right and you are responsible for any and all activity that takes place within your allotted hours.
 - c. Only one code will be issued per program/event. All codes expire at the conclusion of the reservation time.
- 3. All materials, set up, take down and labor required will be provided by the event organizer & committee. The RRC is only providing the space in which to host the event and no additional labor or resources.
 - a. The furniture that is already in the room is furniture that you are able to re-arrange as you need, provided that you return it to the original arrangement after the event. Other materials and/or furniture needed to run your event successfully (i.e. tables, chairs, power cords, etc.) will be coordinated by the event organizer and not by the RRC.
 - b. Departments/Organizations are responsible for requesting any needed materials for their event. The Conference Room is equipped with a projector, screen, HDMI and VGA chord.
 - c. Each dept/org must provide their own laptop. MAC adapters are available and must be requested at the time of the room reservation
- 4. **Any** events held within the RRC Library/Lounge must be open to all RRC members. The RRC is a resource center that is serving the campus community and must remain available to all members during business hours in the common areas.
 - a. You may also not ask anyone to leave the space at any time before or during your event. Even if they are sitting/studying in the area in which you plan to set up.
 - b. The event taking place should not detract from the computer lab/study space atmosphere in the remaining areas of the RCC.
 - c. If music or food is a component of your event, please note soon in reservation request and get prior authorization from the Operations Coordinator. If music is permitted, we ask that it is played only in the room where the event is taking place and at a reasonable volume level.
- 5. **Event organizers/administrators must provide a full list of all attendees (including event organizers present) to Daniel Cardenas (RRC Facilities, Operations, and Student Programs Coordinator) no more than 24hrs after the event.** Sign-In sheets are available at the RRC Front Desk for your convenience.
- 6. **POSITIVELY** no red-colored beverages and alcohol within the space. The RRC is not liable for any misuse or mishandling of food within the space while in use of the department/organization.

Please Note: Violation of any of these policies may lead to removal of privileges to use the RRC for future events. Approval of this one event is not indicative of approval of future events. Event authorization will be handled on a case-by-case basis.

These terms are fully understood and accepted by _____ who is applying for use of the space for _____ event on _____ at _____ AM/PM
Event Organizer Name of Event/Program Date Time

The event organizer takes full responsibility that the requirements in this agreement will be upheld.

(Sign, Print & Date) Event Coordinator

(Sign, Print & Date) Organization Chair/President (if applicable)



Name of event/program: _____
Organization: _____
Event Organizer: _____
Date: _____ Location (circle one): Lobby // Conference Room

Name

Email

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Please return this form to Daniel Cardenas, Raza Resource Centro Facilities Operations and Student Programs Coordinator, within 24hrs of your program/event