



# Raza Resource Centro Room Reservation Form

I want to reserve:  PCYNH 104  Conference Room  Other: \_\_\_\_\_ (Please Specify)

Event Name: \_\_\_\_\_

Hosting Party/Organization: \_\_\_\_\_

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

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

**Event Purpose (Select One or More of the RRC Values):**

- Comunidad  Equity
- Advocacy  Scholarship
- Familia  Other: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ (Max Capacity 30 for PCYNH 104 & 12 for Conference room and 8 for RRC Library )

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: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

(Please read note below, and second page of reservations terms, then sign page #2)

*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 Ivvan Reyna (Facilities and Operations 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. **Ivvan Reyna (Facilities and Operations Coordinator)** will be able to open up room 104 if requested. Please arrive 15 minutes prior to the event time to the Centro, and ask for one of them for assistance, at the front desk.
2. 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.
3. You may borrow the RRC sanitizer wipes in room 104 and or the conference room to wipe all used surfaces down.
4. 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.
5. A staff member from the RRC may assist you with any of the issues above.
6. At the beginning and end of said hosted event, Responsible party will sanitize, tables, door handles and community used aspects of the RRC
7. Only the recommended number of people will be allowed access to the RRC space.
8. 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.
9. 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.
10. Departments/Organizations are responsible for requesting any needed materials for their event. PCYNH104 and Conference Room are both equipped with a projector, screen, HDMI and VGA cord.
11. Each dept/org must provide their own laptop. MAC adapters are available and must be requested at the time of the room reservation
12. If music is a component of your event, please note soon in reservation request and get prior authorization from the coordinator or director. 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.
13. **Event organizers/administrators must provide a full list of all attendees (including event organizers present) to Ivvan Reyna (RRC Facilities and Operations Coordinator) no more than 24hrs after the event.** Sign-In sheets are available at the RRC Front Desk for your convenience.
14. **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.

### Terms of Agreement for Student Organization Reservations of the RRC Room 104:

1. Reservations will be for the downstairs space only (PCYNH 104)
2. There will be a 2-hour limit for a reservation during our business hours (M-Th 9 AM – 5 PM).
3. **Max capacity for events and meetings will be capped at 30 people.**
4. Only one student organization may reserve a time slot per day. One student organization will be granted a designated day out of the week to use the downstairs space.
5. Student Organizations will be expected to:
  - a. To sign a contract
    - i. Designate a main contact, someone who will be present at the event/ meeting, and have them connect with Monica Gonzalez to arrange a walk through.
    - ii. To clean up after themselves. We will provide cleaning supplies. You will have to:
      - i. Rearrange tables and chairs in the correct configuration (conference style)
      - ii. Clear/ wipe the whiteboards after use.
        - i. Wipe down tables with sanitizing wipes.
        - ii. Leave no trash on the floor.
        - iii. Clear and clean the kitchenette after use.
  - d. Abide by **rules**:
    - i. **Have no more than 30 people in the space**, must complete the sign in sheet provided.
    - ii. Keep things organized and clean.
    - iii. May not share any codes we provide for entry to the space.
    - iv. **Complete check out form (QR code located by the table near the projector) no later than 24 hrs. after the reservation.**
  - e. Breaking of rules will result in consequences and revocation of reservation privileges. We will use the 3 Strikes model to implement warnings and termination of reservations.
    - i. First strike: A verbal warning
    - ii. Second strike: A written warning via email
    - iii. Third strike: Termination of reservation for the quarter, will be told both in person and via email)
  - f. Check out form will be required after all events/meetings.

- i. It will be in a form of a QR code (by the table near the projector)
- ii. Please fill out within 24 hours of the event/meeting.

*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 (Please specify): _____

Name

Email

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*Please return this form to Ivvan Reyna, Raza Resource Centro Facilities and Operations Coordinator, within 24hrs of your program/event*