Raza Resource Centro
Room Reservation Form

I want to reserve: □ Room 104 (Downstairs space) □ Conference Room

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 downstairs)
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 Xeleste Micah Torres (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

Updated 10:48am 07/25/23 MGH.
Terms of Agreement for Reservation of the RRC Conference and Room 104 (Downstairs):

1. Xeleste Micah Torres (Facilities, Operations, and Student Programs Coordinator) or Monica Gonzalez (Student Life Operations Specialist) will be able to open room 104 if requested. Please arrive 10 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. For events occurring after normal operating hours, a code will be issued to the event organizer.

9. 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.

10. 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.

11. Departments/Organizations are responsible for requesting any needed materials for their event. Room 104 and the conference room are both equipped with a projector, screen, HDMI and VGA chord.

12. Each dept/org must provide their own laptop. MAC adapters are available and must be requested at the time of the room reservation.

13. 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.

14. Event organizers/administrators must provide a full list of all attendees (including event organizers present) to Xeleste Micah Torres (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.

15. 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.

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

1. Reservations will be for the downstairs space only (PSYCH 104).

2. There will be a 2-hour limit for a reservation during our business hours (M-F 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

   b. Designate a main contact, someone who will be present at event/meeting, and have them connect with both Monica and Xeleste to arrange a walk through.

   c. 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

      iii. Wipe down tables with sanitizing wipes

      iv. Leave no trash on the floor

      v. 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 entrance of room 104)

   e. Breaking of rules will result in consequences and revocation of reservation privileges. We will use the 3 Strikes

Updated 10:48am 07/25/23 MGH.
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 entrance of room 104)

ii. Please fill out with in 24 hours of held 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

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)
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Name of event/program: ________________________________
Organization: ________________________________
Event Organizer: ________________________________
Date: ______ Location (circle one): Room 104 / Conference Room

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

Updated 10:48am 07/25/23 MGH.