



UC San Diego LGBT Resource Center

Room Reservation Policies and Procedures

(858) 822-3493 | rainbow@ucsd.edu | lgbt.ucsd.edu

HOURS & AVAILABILITY

Monday thru Thursday, 8:00am to 9:00pm

Friday, 8:00am to 4:30pm

Please Note: The above hours are also the LGBT Resource Center's operation hours. Any reservation requirements prior to opening or after closing must have special arrangements.

AVAILABLE ROOMS & DESCRIPTION

Heritage Room: The maximum capacity is 15 people. This room has one sofa, a television, DVD/VCR player, two desktop computers and several chairs. Ideally used for more informal and private meetings.

Conference Room: The maximum capacity is 20 people. The default set-up for this room is conference style with seating for 12. This room has a white board, projector and DVD/VCR player. Ideally used for meetings, training, workshops, presentations.

Family Room: This space is the large open space that is immediately visible upon entering the center. It may be reserved only with the understanding that no privacy is possible. Our function as a community center calls us to keep this space open to our community; therefore no closed meetings are possible.

HOW TO RESERVE A ROOM

1. Verify date and room availability by phone, email, or in person with a staff member of the Resource Center. We encourage you to make your reservations as far in advance as possible to ensure room availability. Please contact rainbow@ucsd.edu or (858) 822-3493 to inquire about date and room availability.
2. Complete a Room Reservation Form, an Agreement of Use and Liability Form, and return to the Resource Center or email it to cdatiles@ucsd.edu. You can request a copy at the front desk or download a copy from our website at <http://lgbt.ucsd.edu>.

OTHER INFORMATION

1. Food Policy: Full meals and beverages, in spill-proof containers, are allowed in the Conference Room. Snacks and beverages, in spill-proof containers, are allowed in the Heritage and Family Rooms. In all spaces, please clean up after your meeting.
2. Clean-up Policy: Rooms must be left in the same set up, clean condition as they were found. If, upon entering a room, you should discover that the space is not ready for occupancy, please notify the front desk immediately. Any necessary cleanup resulting from your event may lead to a permanent suspension of room reservation privileges of your group/organization.
3. Primary Contact: All groups reserving space must provide a primary contact, who agrees to provide identification (a UC San Diego ID Card), completes a Room Reservation Form, assumes responsibility for the group/organization holding the meeting, and agrees, on behalf of the entire group, to support the UC San Diego LGBT Resource Center's mission statement by signing an Agreement of Use and Liability Form.



UC San Diego LGBT Resource Center

Agreement of Use and Liability Form

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AGREEMENT OF USE AND LIABILITY

I have received a copy of the UC San Diego Resource Center's **Room Reservation Policies and Procedures**. By signing below, I acknowledge that I have read and thoroughly understand the room reservation policy and procedures as they apply to my event, and attest that my group/organizations supportive of the mission and values of the UC San Diego LGBT Resource Center (see mission and values below). I agree to abide by all terms and conditions. I understand that my reservation will not be booked until this page is completed, signed and submitted.

MISSION STATEMENT

The LGBT Resource Center at UC San Diego is a diverse, open and public space for all members of the university community to explore issues relating to sexual and gender identities, practices and politics. It develops student leadership, builds workplace equity, promotes academic research, and provides resources. The Center challenges existing definitions of variant genders and sexualities by engaging in community building on and off campus. This Center sustains and develops visibility, sense of community, and knowledge of diverse queer people (adopted October 7, 2001).

USER AGREEMENTS

- By signing this document I agree to abide by the UC San Diego Principles of Community which supports a climate of fairness, cooperation, and professionalism for all at UC San Diego.
- I accept full responsibility for my group in this meeting space.
- I will reimburse the UC San Diego LGBT Resource Center for the cost of repairs if the space is damaged while reserved under my name.
- I have witnessed the physical space. The space is clean and ready for occupancy.
- I agree to and understand that it is my responsibility to return the room to its original condition and arrangement. I understand that this includes throwing away trash, sweeping/vacuuming the floor, and washing/putting away my group's dishes.
- I agree to contact LGBT RC staff no later than 48 hours prior to the scheduled event in case of cancellation.
- I understand that my own and my group's abuse of the space may result in disciplinary action and the inability to reserve space in the LGBT Resource Center in the future.
- I understand that all charges that are accrued as a result of violations of these policies will be sent to the Registrar's Office and will prevent me from registering for classes, from obtaining diploma/transcript(s), and/or graduating until paid in full.
- I understand that I am not to perform any illegal activities in the reserved space.
- I understand that if I perform any illegal activities within the LGBT Resource Center, I will be subject to the disciplinary rules and regulations of UC San Diego and perhaps, those of the City of San Diego; which may result in the possibility of arrest.
- I do hereby verify that I have read and understand the Agreement of Use and Liability as it pertains to the loan of the UC San Diego LGBT Resource Center.
- I agree to abide by this and related policies and procedures.

Signature _____

Date _____



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PRIMARY CONTACT

Name: _____ Org /Dept & Position: _____
Email: _____ Phone: _____

SECONDARY CONTACT

Name: _____ Email: _____

RESERVATION INFO

Event Title: _____
Time: _____ AM/PM to _____ AM/PM
Date: _____ Quarter: _____
Expected Attendance: _____

For reoccurring reservations only

Weekly	Monday
Even weeks	Tuesday
Odd Weeks	Wednesday
	Thursday
	Friday

ROOM REQUESTED

Heritage Room Conference Room Family Room

TYPE OF PROGRAM

Class Training/Workshop Special Event: _____
Meeting Lecture/Speaker

USER GROUP

Campus Community Center: _____ Campus Committee: _____
Faculty/Graduate: _____ Department: _____
Student Organization: _____ Staff Organization: _____

BY SIGNING THIS FORM I AM AGREEING TO ABIDE BY ALL LGBT RC POLICIES INCLUDING THE USE AND LIABILITY AGREEMENTS. I understand that the LGBT RC reserves the right to make modifications to my reservation, including time and location, for LGBT RC programming purposes.

Signature _____ Date _____

LGBT RC Approval _____ Date _____