

Room Reservation Policies and Procedures

HOURS & AVAILABILITY

Monday through Thursday, 8:00am to 7:00pm

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 require being an Affiliate of the LGBT Resource Center. See <http://lgbt.ucsd.edu/join/affiliate-program.html>

AVAILABLE ROOMS & DESCRIPTION

Heritage Room: The maximum capacity is 10 people. This room has one sofa, 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. Submit an online request at <http://lgbt.ucsd.edu/services/room-reservations.html>. 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 an Agreement of Use and Liability Form, and return to the Resource Center or email it to rainbpw@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.