

Campus Facilities Resource Guide – 2016/2017

COWELL

Conference Room 132

Contact: Alec Stouras-

astouras@ucsc.edu *email with type of event and number of participants**

Cost: Facilities are **FREE** for registered student orgs.

Capacity: 40 w/tables & chairs

Reservation: Groups can only reserve twice a quarter. Reservations in person. Event Proposal Form required

Fireside Lounge

Cowell events and study lounge only, space not reserved for organizations

Apartment Community Room

Cowell events and study lounge only, space not reserved for organizations

East Field House/ Field Lawn (includes dance studio, east gym, & activity room)

Contact: Marcus Wirth - mwirth@ucsc.edu **email facility use permit**

Cost: Vary, charge by the hour.

Reservation: Reserve through OPERS Events. Event Proposal Required ! Need to submit OPERS Facility Use Permit 3 weeks prior to event

Founders Glen

Contact: Kara Snider- klea@ucsc.edu / (831)-459-4655 or Cowell Programs- cowellprograms@gmail.com / (831) 459-2255

Reservation: Occasional Event Approval.

Cowell Courtyard

Contact: Kara Snider- klea@ucsc.edu / (831)-459-4655 or Cowell Programs- cowellprograms@gmail.com / (831) 459-2255
Reservation: Occasional Event Approval.

Cowell/Stevenson Dining HallNot available Tuesday-Saturday due to late night dining****

Contact: Kara Snider- klea@ucsc.edu / (831)-459-4655 or Cowell Programs- cowellprograms@gmail.com / (831) 459-2255

Cost: \$150 registered student orgs; student staff \$15 hr (house manager & tech). Reserved w/ tech at least 2 weeks in advance.

Capacity: 728 Standing(Assembly) / 340 Seated (Dining); 50 tables, 400 stacking chairs, projection

Reservation: Only available after 8:30pm only. This is the earliest you can access the space. Also available occasionally after 3pm on some College Night Dates.

STEVENSON

Stevenson Event Center (180)

Contact: Gustavo Nolzco- gus@ucsc.edu/ 831.459.2660 or steventcenter@ucsc.edu/ 831.459.3729

Cost: \$150 for Student Organizations, \$15/hr per staff

Capacity: Auditorium style: 600 standing, 530 dancing, 400 seated

Reservation: Available 7:00am-12:00am, Reserve at least 2 weeks in advance. Reserve at least 3 weeks in advance w/ media
Must submit Event Proposal Form AND Stevenson's Online Request Form

(<http://stevenson.ucsc.edu/activities/facilities/ec-form.html>)

Fireside Lounge (177)

Contact: Gwyn Vandevere - gvandevere@ucsc.edu / (831) 459-2020

Cost: \$100 to Reserve Venue, \$15/hr per staff

Capacity: 45 seated, 75 standing

Reservation: Available 7:00am-12:00am. Reserve at least 2 weeks in advance for facility - Reserve at least 3 weeks in advance w/ media Event Proposal Form required. No ongoing meetings; No class activities.

Silverman Conference Room (131)

Contact: Gwyn Vandevere- gvandevere@ucsc.edu/(831) 459-2020

Cost: Facilities are free for registered student orgs.

Capacity: Can use for small receptions. 27 max occupancy

Reservation: Event Proposal Form required. Online form for Stevenson required (<http://stevenson.ucsc.edu/about/silverman-form.html>)

CROWN

Fireside Lounge

Contact: Jeremy Parker- jrparker@ucsc.edu (Please email with UCSC email.)/
(831).459.5594 ** Don't contact first do Crown/Merrill online form please**

Capacity: 20 seated , 35 standing

Cost: FREE for registered student orgs.

Reservation: Available: 9am -12am. No continued org meetings, limited to one meeting or event. Only 2 Crown room reservations per student org a quarter. Event Form required (48 hours minimum notice). Online form required (http://crown.ucsc.edu/activities/Room_Reservations/reserve.html)

Crown/Merrill Community Room

Contact: Jeremy Parker- jrparker@ucsc.edu (Please email with UCSC email.)/
(831).459.5594 ** Don't contact first do Crown/Merrill online form please**

Capacity: 30 seated , 40 standing

Cost: FREE for registered student orgs.

Reservation: Available: 9am -12am. No continued org meetings, limited to one meeting or event. Only 2 Crown room reservations per student org a quarter. Event Form required (48 hours minimum notice). Online form required (http://crown.ucsc.edu/activities/Room_Reservations/reserve.html)

Crown Courtyard

Contact: Jeremy Parker- jrparker@ucsc.edu (Please email with UCSC email.)/
(831).459.5594 **** Don't contact first do Crown/Merrill online form
please****

Cost: FREE for registered student orgs.

Reservation: Event Form required (48 hours minimum notice). Online form required
(http://crown.ucsc.edu/activities/Room_Reservations/reserve.html)

Crown/Merrill Dining Hall

NON-RESERVABLE since 2015. Contact Serena Dionysus
sdionysu@ucsc.edu / (831).459.2101 for questions.

MERRILL

The Cultural Center at Merrill **NO Reservations due to renovations******

Contact: Serena Dionysus - sdionysu@ucsc.edu / (831).459.2101

Cost: \$150 student/staff \$15/hr for crew

Capacity: 350 seated, 400 standing

Reservation: Reserve at least 2 weeks in advance. College Reservation Request Form
Required (http://crown.ucsc.edu/activities/Room_Reservations/reserve.html) . Event
Proposal Form required

Baobab Lounge **NO Reservations due to renovations******

Capacity: 20-30 capacity

Cost: FREE for reg student orgs

Reservation: No Academic or class meetings. Event Form required (48 hours
minimum notice). Online form required
(http://crown.ucsc.edu/activities/Room_Reservations/reserve.html)

Casa Latina Loft (3rd Floor)

Contact: Veronica Vasquez- vevasque@ucsc.edu / 831.459.5534

Capacity: 20-25 people

Cost: FREE for reg. student orgs

Reservations: Monday-Friday 9am-6pm only. Event Proposal Required (48
hours minimum notice). Online form required
(http://crown.ucsc.edu/activities/Room_Reservations/reserve.html)

PORTER

George P. Hitchcock Lounge “Hitchcock Lounge”

Contact: James Blaine- jblaine@ucsc.edu/831- 459-2857

Capacity: 20 person minimum

Cost: \$150.00 / use + \$15 per/hr for labor/tech ****\$15 cancellation fee within 48 hour notice ****

Reservation: Need to reserve 2 weeks in advance. Event Proposal needed. Reservable from 8 am-3 am weekly/ 10am-3am weekends. ****Priority to Porter programs****

Porter/Kresge Dining Hall

Contact: James Blaine- jblaine@ucsc.edu/831- 459-2857

Capacity: 375 seated, 450

Cost: \$150.00/12 hr “day” + tech labor \$15 per hr/person ****\$50 cancellation fee within 48 hour notice ****

Reservation: Need to reserve 2 weeks in advance, first serve reservation basis. Event Proposal needed. Reservable from 7 am-3 am weekly/ NOT available weekends.

Classroom 118

Contact: James Blaine- jblaine@ucsc.edu/831- 459-2857

Cost: (\$100- Deposit) \$25.00 / use + \$15 per/hr for labor ****\$15 cancellation fee within 48 hour notice ****

Capacity: 30 is comfortable classroom seating

Reservation: Limited weekday availability . Priority to Porter programs. Need Key access. Return key by 12:00 Noon of the following business day. Event Proposal needed.

JB Hall Gallery (Art Gallery / open floor)

Contact: Carrie Sownie- csownie@ucsc.edu or James Blaine- jblaine@ucsc.edu/831- 459-2857

Cost: \$25.00 / use + \$15 per/hr for labor

Capacity: 30 is comfortable classroom style seating

Reservation: Need to reserve 2 weeks in advance \$15 cancellation fee within 48 hours of event - Priority to Porter programs & Gallery Need Key access

Porter College Quad & Quad stage

Space not reserved for campus organizations.

i Lounge (Porter/Kresge Apts)

Not Reservable

KRESGE

Kresge Town Hall

Contact: Kate Linder - 459-3925 - kresgeacpc@ucsc.edu

Cost: \$150.00 per event + \$15 tech fee per/hr./person ****\$50 cancellation fee within 48 hour notice ****

Capacity: 250 Seated / 616 Standing/ 50 tables

Reservation: Reserve 2-3 weeks in advance at Programs Office Event Rental Form required

Seminar Room 159

Contact: bhj@ucsc.edu / 831. 459.4792

Cost: \$15 an hour

Capacity: 80 Seated

Reservation: Reservations made through Kresge Provost Office Priority to Kresge programs

Student Lounge

Contact: Kresge Programs Office - kresgeacpc@ucsc.edu/ 831.459.3925

Capacity: 20 Seated

Cost: FREE ****Priority to Kresge programs ****

Reservation: Reserve 2 weeks in advance. Reservations made through Kresge Programs Office.

OAKES

Learning Center

Contact: Jacob Velasquez- jvelasq3@ucsc.edu / 831.459.5602

Cost: \$150 for reg student orgs (*sound equipment* \$50 fee plus staffing)

Capacity: 150 people

Reservation: Event proposal required. Reservations made through Oakes reservation form

(<http://oakes.ucsc.edu/activities/facilities/facilities-reservation-form.html>)

****Reservations forms accepted after the 2nd monday of school****

Guzman Room

****Not Reservable****

Lower Lawn

Contact: Jacob Velasquez- jvelasq3@ucsc.edu / 831.459.5602

Cost: \$200 for reg student orgs

Capacity: 300

Reservation: Event proposal required. Reservations made through Oakes reservation form

(<http://oakes.ucsc.edu/activities/facilities/facilities-reservation-form.html>)

****Reservations forms accepted after the 2nd monday of school****

Upper Lawn

Contact: Jacob Velasquez- jvelasq3@ucsc.edu / 831.459.5602

Cost: \$50 for reg student orgs

Capacity: 300 people

Reservation: Event proposal required. Reservations made through Oakes reservation form

(<http://oakes.ucsc.edu/activities/facilities/facilities-reservation-form.html>)

****Reservations forms accepted after the 2nd monday of school****

Amphitheatre

Contact: Jacob Velasquez- jvelasq3@ucsc.edu / 831.459.5602

Cost: \$50 for reg student orgs

Capacity: 250 people

Reservation: Event proposal required. Reservations made through Oakes reservation form

(<http://oakes.ucsc.edu/activities/facilities/facilities-reservation-form.html>)

****Reservations forms accepted after the 2nd monday of school****

Khalo/Shabaaz

Contact: Jacob Velasquez- jvelasq3@ucsc.edu / 831.459.5602

Cost: \$25 for reg student orgs (\$25 for BBQ pits)

Capacity: 20 people

Reservation: Event proposal required. Reservations made through Oakes reservation form

(<http://oakes.ucsc.edu/activities/facilities/facilities-reservation-form.html>)

****Reservations forms accepted after the 2nd monday of school****

COLLEGE EIGHT (Rachel Carson)

College Eight/Oakes Dining Hall

Contact: Jacob Velasquez- jvelasq3@ucsc.edu / 831.459.5602

Cost: \$25 for reg student orgs (\$25 for BBQ pits)

Capacity: 20 people

Reservation: Event proposal required. Reservations made through College Eight (Rachel Carson college) reservation form Jacob Velasquez- 831.459.5602, jvelasq3@ucsc.edu

\$150 - Reserve 4-6 weeks in advance.

Not usually available except after Dinner Service, Fri/Sat after ~ 8pm.

~700 Standing – No student dances unless sponsored by Oakes or Eight

Please note: This space is usually not offered as student programming space unless special considerations are made and your event directly supports the UCSC mission, particularly for recruitment events as offered by the various groups associated with Engaging Education.

Red Room

Jacob Velasquez- 831.459.5602,

jvelasq3@ucsc.edu

Reserve 2+ weeks in advance.

RSVP Form Online. Event Proposal Required.

Must pay additional fee for student workers/media equipment.

~50 w/chairs ~75 w/o

Plaza Stairs/tabling

Jacob Velasquez- 831.459.5602, jvelasq3@ucsc.edu

Event Proposal required. RSVP Form
Online. Reserve 2+ weeks in advance.
Pending Hazard/Safety accessibility

West Field House

Event Proposal Required
Reserve through OPERS Events
Coordinator reccards@ucsc.edu -
831.459.2531

West Field Lawn

Event Proposal Required
Reserve through OPERS Events
Coordinator reccards@ucsc.edu -
831.459.2531

COLLEGE NINE & TEN

General Reservation Info: collegenine.ucsc.edu/reservations
collegeten.ucsc.edu/reservations

Namaste Lounge

conf@ucsc.edu - 831.459.2611
\$100.00 - Reserve 2 weeks in advance.
Reservations are made by EMAIL only. Event
Proposal Form required
Will not reserve until 2 weeks into the quarter – 90 max
~70 w/chairs



**Multipurpose Room **Reservable 2nd Monday of every Qtr./ Only
available for reservation twice per week****

conf@ucsc.edu - 831.459.2611

\$150.00 for registered student organizations. Reserve 2 weeks in advance. Reservations are made by EMAIL only. Event Proposal Form required

Will not reserve until 2 weeks into the quarter. – 320 seated/ 676 assembly

Community Room

College Nine and College Ten use only. Facility not available for reservations.

ARCENTER

831.459.3462

Event Proposal Required

ARCenter space may be reserved only after the first two weeks of any given quarter in order to permit ARCenter units to use the building for start of the quarter academic support activities. A minimum of two weeks of lead-time is required for scheduling requests.

ERC – ETHNIC RESOURCE CENTER

Baytree Building – third floor -
459-2427 Lounge may be reserved
with any Ethnic Center
sponsorship – 35 max 1st come, 1st served.
Call for availability.

CLASSROOMS

Registers Hahn - Mary Hardin mhardin@ucsc.edu 459-2250 or Margie Claxton mclaxton@ucsc.edu 459-2942 Free, additional fee for Media Services, if requested.

CHECK WEBSITE for availability, no reservations 1st 2 weeks of each quarter. 1st

come 1st serve basis. Classrooms available
8am-11pm and weekends

<https://classrooms.ucsc.edu/classrooms/>

Once the Event Proposal Step 2 is completed,
please visit Hahn through the Student Services
entrance.

Smallest rm. capacity is 15 people/ Largest rm. is 472.

SOAR Organizations need to contact their Advisor first to fill out required
paperwork

CAREER CENTER

Baytree Building Conference Rooms: 459-1534 – btconference@ucsc.edu

- Muwekma Ohlone – table seating 14 – max 25
- Amah Mutsun –table seating 16 - max 27
- Esselen Nation – table seating – max 22
- Cervantes & Velasquez – table
seating 34 - max 66 Facilities are free
for registered student orgs. (not
unit/staff programs) Additional fees
for media equipment

SOAR Staff may reserve for students. Event Proposal Form required. Must
cancel reservation 1 week prior to event or fees incurred.

Turn off lights when done/Arrange
room to original setting. Visit website
for room specifications:

<http://www.careercenter.ucsc.edu/conrooms/>

SOAR

Redwood Lounge

Reservations M-Th 9am-9pm Friday

9am-6pm please meet with SOAR

Operations Coordinators at the SOAR
Front Desk

For all other times, please contact
Francisco Galvan fgalvan1@ucsc.edu
Max 85

Free for registered student orgs.
Reservation in person only. 1st come,
1st served. Event Proposal Form
required

DINING HALL MEAL SERVICES

Meal Reservations for student or tour groups
Hahn Student Services - Candy Berlin - 459-5630
- cberlin@ucsc.edu Prices vary. Contact for rates.
Reservations must be made 5 days in advance for groups less than
75 people. Otherwise reservations need to be made 2+ weeks for
groups larger than
75+ people. Must have campus recharge form completed and signed.
Prices include discount & sales tax for SIO student groups.

EQUIPMENT

LEARNING TECHNOLOGIES

Formerly Media Services Media Equipment
Checkout: media@ucsc.edu 459-2117 Kerr Hall
Room 149

All Equipment Rates are posted online:
<http://its.ucsc.edu/special-events/rates.html> Reserve at least 7 days
prior to event.

Reservations for equipment can be made over the phone or in person. No
limitations to rentals as long as fees can be met.