

## ROOM USAGE AND FEE GUIDELINES

### GENERAL INFORMATION

Meeting rooms are defined as the **Career Services Center Horizon Room** and the **Career Services Center Round Room**. Career Services Center (CSC) and Alumni Community & Engagement (ACE) sponsored workshops, panels, information sessions and internal activities are given priority reservations for use of these two rooms. When available, these rooms can be reserved by on-campus groups/departments and off-campus employers and school recruiters. Presenters may use any equipment provided within the rooms or bring their own. UC San Diego departments and groups reserving a room may also request additional services from Media Event Support and Administrative Computing and Telecommunications (ACT) for a fee charged by the aforementioned departments. Restrooms are also available.

A fee will be charged for day and evening room usage based on the requestor and their affiliation with CSC & ACE (see below for details of fee structure and waivers). Confirmation of requested date is based on room availability and the completion of the CSC Room Reservations Online Form (link to form from Faculty/Staff tab on <http://career.ucsd.edu>).

### ROOM DESCRIPTIONS

CSC Round Room:

- The Round Room has a round conference table that includes 12 chairs; however, the room can accommodate up to 15 people. Additional chairs are located in the room along the wall. This room includes a mounted ceiling projector, screen, PC/computer, telephone and a wireless presenter. This room also has teleconferencing capabilities.

CSC Horizon Room:

- The Horizon Room has one five-foot table and five panelist high back stools located at the front of the room. The standard setup is lecture style with 50 chairs (five rows, ten seats total w/center aisle). Additional tables and chairs can be found in the back closet of the Horizon Room. The room accommodates up to 71 occupants. This room includes a wall mounted screen, ceiling projector, PC/computer, wireless presenter, and one wired and one wireless microphones. This room does not have teleconferencing capabilities.

### HOURS OF USAGE

**Due to Career Services Center programs and events, please note that we have the right to decline a request.**

- Both rooms are available during normal business hours, Monday through Friday, from 8:30am – 4:00pm on non-fair days.

### External Evening and Weekend Room Reservation Requests

After hours and weekend room reservation requests are limited to ACE/CSC program event scheduling. Unfortunately, due to limited staffing availability, evening and weekend room reservations are not extended to external departments and offices.

## ROOM USAGE AND FEE GUIDELINE

### FOOD AND BEVERAGES

Food and beverages served in the Career Services Center must be ordered through UCSD Catering (858-534-3688), UCSD Price Center Round Table Pizza (858-457-2060), or other UCSD Price Center food vendors. During the day or evening, refreshments must be set up within the room reserved and not in the Center's main lobby or other location. UC San Diego, along with all the UC Campuses, is smoke and tobacco free.

### FEE STRUCTURE AND WAIVERS

*NOTE: All fees are non-refundable*

#### Cost per Room

Rooms may be reserved at a minimum of 2 hours blocks.

- The fee for the CSC Round Room for non-CSC and non-ACE affiliates is \$75 for the first two hours and \$75 for each additional hour.
- The fee for the CSC Horizon Room for non-CSC and non-ACE affiliates is \$150 for the first two hours and \$150 for each additional hour.

#### Employers/Company Representative's Presentations

- Fees may be paid by credit card and must be received at least two weeks prior to event for evening usage (a last minute reservation may be made with one week notice subject to availability, but payment must be received at the time reservations are made).

#### Employers for OCI Related Activities, Non-Presentations

- Fees may be paid by credit card and must be received at least two weeks prior to event.

#### On Campus Groups/Departments

- Fees must be paid by campus recharge process; index number must be included on CSC Room Reservation online form. Reconfiguration of furniture can be accommodated by submitting a work order to Facilities Management for an additional fee charged to the requesting department by the aforementioned department. Other electronic equipment may be used by contacting Media Services Support or ACT for an additional fee charged by the aforementioned departments.

#### Waivers

Fees will only be waived for the following affiliates:

1. Advancement (including ACE)
2. Vice Chancellor of Student Affairs office
3. Student Retention & Success (formerly Experiential Learning Cluster)
4. Student Organizations sponsored by ACE/Advancement (e.g., Entrepreneur Challenge)
5. Hearts & Scholars Society
6. Any programs co-sponsored by CSC

Additional requests for waivers will be determined by the Executive Director of Career and Professional Development.

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### ROOM RESERVATION PROCESS

All room reservations must be submitted via the CSC Room Reservations Online Form located at <http://career.ucsd.edu> under the Faculty/Staff tab. The Center Operations Team will process all requests within 48 business hours. All room reservations are based on availability and should be made at least one week in advance. Reservations will not be accepted through the existing CSC Round and Horizon Room Outlook calendars. **The person making the online request is responsible for resetting the room and supplemental equipment (easels, etc.) to its original configuration immediately following the event.**

### TECHNICAL SUPPORT

The person making the online room request must schedule a “walk through” at least one week in advance prior to the event. An A/V User’s guide has been developed as a quick reference to assist in using the equipment located in each room. The Center Operations Team will also be available to troubleshoot the day of the event. If any additional services such as equipment not listed under the “**Available Technology**” section or technology support staff are needed, an ACT Footprints ticket or Media Support Services request will need to be submitted by requestor.

### DAMAGES

Any damage to the furnishings, walls, equipment or carpeting of the rooms shall be repaired by the Career Services Center at the expense of the party who has reserved the room.

### MISCELLANEOUS

Guest campus parking permits are required. Parking purchases, procedures and guidelines are to be provided by the event host. Please visit the Parking & Transportation website at <http://blink.ucsd.edu/facilities/transportation/permits/> for more information.