



EARL WARREN COLLEGE
RESIDENTIAL LIFE OFFICE, 0906

9500 GILMAN DRIVE 0906
LA JOLLA, CALIFORNIA 92093-0906

WARREN COLLEGE ROOM RESERVATION GUIDELINES 2017-2018

The Warren College Residential Life Office (WRL) has several spaces available for meetings, programs, speaker engagements, open forums, performances, dance practice and receptions:

- SAC Equality Room (Large meeting room with kitchen for use)
- Canyon Vista Amphitheatre
- Warren College Residential Lawn
- Warren Volleyball Courts
- Warren Basketball Courts
- SAC Conference Room

All of our facilities are wheelchair accessible. Should specific accommodation be needed to enable access and participation, please contact the Warren Residential Life Office two weeks prior to the event.

AFFILIATES/NON-AFFILIATES

Because the residents of the Warren College Residential Halls and the Warren College Apartments pay for the use and maintenance of its common facilities, priority will be given to registered organizations of Warren College.

For the 2017-2018 year, the following entities are considered “affiliates” and will not be charged for use of WRL facilities:

- Warren College Residential Life Office, including its Resident Assistants;
- Warren College Administration;
- **Officially registered** Warren College organizations

All other groups are considered “non-affiliates,” and will be charged \$40.00 (0-3 hours) or \$60.00 (longer than 3 hours) per event per day. Fees must be paid through recharge, once your reservation is approved you will be emailed the index number your fiscal contact will need for recharge transaction. **A refundable deposit of \$60.00 will also need to accompany your request for room reservation.** See “Facility Usage Policies” for complete details. Deposit may be check, cash or recharge (to be paid at the end of event if room is left unclean or damaged).

SCHEDULING/RESERVATION AGREEMENTS

UCSD student organizations, staff, faculty, departments and affiliates may schedule use of the WRL facilities by contacting accessing the online room reservation form available on our website at <http://warren.ucsd.edu/res-life/room-reservations.html>. A calendar showing availability is also available on this site.

All reservations are tentative until an event/room reservation form is filled out completely, submitted, confirmed and paid in full (if applicable). Warren Residential Life reserves the right to make modifications to your reservation, including time and room, for WRL programming purposes. You will be notified of any changes.

With the exceptions of Warren Residential Life and Warren College Administration, the following are guidelines for scheduling reservations:

- **Reservations must be made at least 24 hours prior to the event.**
- **At least 24-hour notice is required for cancellation of a reservation.**
- **For all guidelines, please see “Facility Usage Policies.”**



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Failure to meet these guidelines may result in the revocation of privileges to reserve space with Warren Residential Life.

WARREN COLLEGE FACILITY USAGE POLICIES 2017-2018

1. All reservations are tentative until a room reservation request is submitted and confirmed by the Warren College Residential Life Office (WRL). WRL reserves the right to make modifications to your reservation, including time and room, for WRL programming purposes.
2. Reservations are generally not available to non-affiliated groups during Welcome Week (Week Zero of Fall Quarter) and the first full week of classes during Fall, Winter, and Spring Term. Reservations during these times are **exclusive** to WRL and staff.
3. Use of WRL facilities requires adherence to all University and WRL Policies, including the policies on alcohol, controlled substances, candles, noise and smoking. The Residential Life Policies are available online at (<http://warren.ucsd.edu/res-life/policies.html>).
4. Users are responsible for their own set-up and take down of the room. Return the facility to its original arrangement and condition. Return all furniture to its previous arrangements. If the kitchen is used, you are responsible for cleaning it and cleaning/returning any supplies you used.
5. A \$60 refundable cleaning fee (check, cash, or recharge to be paid at the end of event if room is left unclean or damaged) is required for all meetings/events for requests made by non-affiliates. Set up/cleaning is the responsibility of the principle organizer. Food, drink, and all trash must be disposed of in a large dumpster in either cul-de-sac (local trashcan is **not** acceptable). Reserved space must be cleaned and furniture/all items must be returned to original condition. Failure to comply will result in the forfeiture of the cleaning deposit, additional charges and loss of future reservation privileges.
6. Events (including setup) may start no earlier than 4:30pm or whenever the facility opens. Noise levels from events must end by 10pm or whenever the facility closes. A reasonable noise level must be maintained at all times.
7. Groups reserving outdoor facilities (involving amplified music/noise) require special approval from the Director of Residence Life. Once approved, the group **MUST** notify our neighbors at the Single Graduate Housing Office (located across from the WRL Office next to the Warren College Conference Room).
8. Reservations for the Canyon Vista Amphitheater, Warren Residential Lawn, and the Warren Volleyball and Basketball Courts are considered special requests and **MUST** be approved by the Director of Residence Life or his/her designee at least two weeks prior to the event.
9. Should an emergency situation arise during an event outside of business hours, call UCSD Police at (858) 534-4357 (HELP). You may also call the Resident Assistant (RA) on Duty at (858) 692-8635. The RAs on Duty are located at Warren Student Activity Center (SAC) during evening hours.
10. Groups reserving space are responsible for the behavior of their guests and members. It is understood that the organization promises and agrees to abide by University, as well as WRL policies and regulations.
11. Cost for the facility covers the use of the space only. Additional charges may be applied for cleaning and/or damages.



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12. Security problems will be brought to the immediate attention of the Director of Residence Life and/or Assistant Director of Residence Life. If in their assessment they deem personal and/or property threatened, they reserve the right to terminate the event.
13. Events in Warren SAC must occur within our normal business hours of operation, concluding 30 minutes prior to closing (unless a special exception is made with the Director of Residence Life or his/her designee).
14. All meetings/events will be listed on an online calendar. A **printed or electronic copy** of the reservation confirmation **MUST** be held by groups at all times during their event. WRL representatives have the right to ask the group to relocate. Groups using the facilities without a reservation will be charged a fee and the appropriate authorities will be notified.
15. Reservation of the SAC Conference Room is limited to approved Warren Organizations and approved members only. This room may not be used to hold general body meetings but rather its purpose is to be a space for small meetings, such as a meeting of the executive board. Deposit will be returned after event if no additional cleaning/damages charges apply.
16. Room fee and deposit are due to the WRL Office before request can be confirmed. Payment of fee(s) must be paid through recharge, once your reservation is approved you will be emailed the index number your fiscal contact will need for recharge transaction. Deposit may be check, cash or recharge (to be paid at the end of event if room is left unclean or damaged). Deposit will be returned after event if no additional cleaning/damages charges are assessed.