



EARL WARREN COLLEGE
RESIDENTIAL LIFE OFFICE, 0906

9500 GILMAN DRIVE 0906
LA JOLLA, CALIFORNIA 92093-0906

WARREN COLLEGE ROOM RESERVATION GUIDELINES

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

- SAC Equality Room (Large meeting room with optional kitchen for use) (Room Capacity = 190)
- Canyon Vista Amphitheatre
- SAC Courtroom (WSAC 101) (Smaller meeting room) (Room Capacity = 30)
- Warren College Residential Lawn
- Warren Volleyball Courts
- Warren Basketball Courts
- SAC Patio
- JK Wood Lounge

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

The following entities are considered "affiliates" and will not be charged for use of Warren Res Life 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." **As of February 3rd, 2025, will no longer be accepting reservations from any groups outside of Warren College.**

SCHEDULING/RESERVATION AGREEMENTS

Affiliates may schedule use of the Warren Res Life facilities by accessing the online room reservation form available on our website at warren.ucsd.edu under the "Residential Life" section. 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 and confirmed.

Warren Residential Life reserves the right to make modifications to your reservation, including time and room, for Warren Res Life 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 48 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."**

For scheduled events, the event organizer, another listed executive board member, or the organization's advisor must pick up the required access keycard either 24 hours or the day of the event. The keycard may be returned at any time using our 24 hour dropbox at the Warren Residential Life Office or to a Warren Residential Life employee (OA, RA, SACA, or Professional Staff) during business hours, 8:00am to 5:00pm from Monday through Friday.

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



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WARREN COLLEGE FACILITY USAGE POLICIES

1. All reservations are tentative until a room reservation request is submitted and confirmed by the Warren College Residential Life Office ("Warren Res Life"). Warren Res Life reserves the right to make modifications to your reservation, including time and room, for Warren Res Life programming purposes.
2. Use of Warren Res Life facilities requires adherence to all University, Return to Learn guidelines and Warren Res Life Policies, including the policies on alcohol, controlled substances, candles, and smoking. The Residential Life Policies are available online at [<http://warren.ucsd.edu/res-life/policies.html>].
3. We will charge a \$60 cleaning fee via recharge or Triton cash, if the room is not clean or not left in its original state. Set up/cleaning is the responsibility of the principal organizer. Food, drink, and all trash must be disposed of in a large dumpster in either cul-de-sac (local trash can 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 cleaning fee recharge or loss of future reservation privileges.
4. The custodial staff cleans the restrooms and vacuums the carpet from Monday to Friday. They do not pick up trash on the tables, counters, chairs, floors, etc. You are responsible for bringing your trash to the dumpsters, located in the Justice Lane and Equality Lane cul-de-sacs.
5. Events (including setup) may start no earlier than 8am or whenever the facility opens. Noise levels from events must end by 11pm (Sunday-Thursday) and 1am (Friday-Saturday) to be in adherence with our Quiet Hours Policy. A reasonable noise level must be maintained at all times.
6. Groups reserving outdoor facilities (involving amplified music/noise) require special approval from the Director of Residence Life or their designee.
7. Reservations for the SAC Patio, 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 their designee at least two weeks prior to the event.
8. 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.
9. 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 Warren Res Life, rules, regulations and policies.
10. Cost for the facility covers the use of the room only. Additional charges may be applied for cleaning and/or damages.
11. 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.
12. Events in Warren SAC must occur within our normal business hours of operation M-Th 5:00 pm – 11:00 pm. Fri 4:00pm – 11:30pm and Sat- Sun 1:00 pm – 11:30 pm, concluding 30 minutes prior to closing (unless a special exception is made with the Director of Residence Life or his/her designee).



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13. All meetings/events will be listed on an online calendar. A **printed or online copy** of the reservation confirmation **MUST** be held by groups at all times during their event. Res Life 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.