HUMANITIES CONFERENCE ROOMS

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A. Protocol for the Divisional-Assigned Conference Rooms:

Humanities 1: Rooms 202, 210, 402, 408
Humanities 2: Room 259

Academic departments and campus administrative units may reserve Humanities conference rooms. The division reserves the right to reassign rooms if necessary.

Priority
Divisional units will be scheduled before non-divisional units.

Recurring Events
Units are allowed to schedule rooms for recurring events for an entire academic year.

Graduate seminars
Graduate seminars should align with regularly scheduled class time-blocks as printed in the campus schedule of classes. Seminars will begin and end at times consistent with either the MWF or the TTh schedule of classes.

Other

- Student groups may not reserve rooms. They will be referred to the Student Affairs meeting rooms above the bookstore for their meetings or graduate student commons.
- Undergraduate classes or seminars may not reserve rooms. These should be scheduled in regular classrooms controlled by the registrar to support classroom utilization.

B. Policies & Procedures Governing Humanities Conference Rooms

Cost
Room reservations are free.

Reserve a Room
Please fill out the *Conference Room Reservation* form found under the heading: FACULTY & STAFF at the bottom of the Humanities home page: conference-room-reservations.html

Reservation Confirmations
Reservations will be confirmed within one business day via an email sent to the requestor.

Cancellations
Please cancel any reservation as soon as possible by e-mail to has@ucsc.edu.

Responsibilities

- It is the responsibility of the host to return meeting room furniture to its original placement if moved during the course of your event.
- All décor and signage must be free standing. Nails, staples, or tape may not be used on walls, floors, windows, or ceiling.

Fees/Damages

- If necessary, a fee of $25.50 per hour (one hour minimum) will be charged to reset room furniture, to remove garbage, or to clean carpet.
- If the rooms/furniture/shades/whiteboards/carpets, etc. are damaged, the host will be responsible for the full cost of repair or replacement.

Opening of Rooms

Rooms will be opened one hour prior to the event by Tony Grant, tegrant@ucsc.edu, 831-428-1733.

Weekend Events

- Contact Tony Grant, tegrant@ucsc.edu, 831-428-1733 one week prior to your event to obtain a key.
- After your event, drop the key in the wooden drop box found outside the Humanities 1, room 215.
- A $75 fee will be charged for keys not returned by the Monday morning following the weekend event.
- Lost key fee: $75; Damaged key fee: $4.75

Media Equipment

- The media cabinet in each room is locked. In your confirmation letter you will be given a code to open it.
- Academic Service Center staff (located in Hum 1, room 215) is trained in the use of the audio/video equipment. Please request their help if you are unsure of how to connect your laptop to the projector or how to use the microphones.
- Return all equipment to the cabinet and turn off the microphones before re-locking the cabinet after your event.

- The ITS/Learning Technologies department provides additional audio-visual support for both on and off-campus events. Contact Learning Technologies to request service: http://itrequest.ucsc.edu

Catered Events

Food and beverages may be served as long as all areas are properly cleaned after catering clears out their equipment. Be sure to reserve enough time to allow for setup and breakdown by the caterers. Only UCSC pre-approved Caterers (cruzbuy.ucsc.edu/howto/catererhirehowto.html) are eligible to cater events. Any deviation from this policy will result in the cancellation of the event.

Alcohol Permit

Alcohol consumption is discouraged. Event sponsors may apply for a Permit to Serve Alcoholic Beverages through their Vice Chancellor, Dean or Provost. The permit form can be found at the FAST web-site: http://finaff.ucsc.edu/fast/.

Parking

When planning a meeting or conference, please consider your parking needs. Complete the Event Reservation form at http://basx2.ucsc.edu/events/ then contact Deborah Bryant, TAPS Event Parking Manager at 459-1097 for more information.

Smoking

Smoking is not permitted anywhere on the UCSC campus, including the Humanities conference rooms.

C. Room Descriptions

Humanities 1, 2nd floor

Room 202

Maximum Capacity: 40
Room Size: 712 ASF
Table seating: One 24' conference table, 20-24 chairs w/arms
Side seating: 16 chairs/arms
Network: ethernet connection and wireless
Media Equipment: Projection screen, DVD/ Blu-ray, sound system, wireless microphones (one Lavalier and one handheld)
Other: Counter w/sink, cabinets, white and chalk boards w/supplies, table top podium

Room 210

Maximum Capacity: 50 seated, 60 standing room only
Room Size: 712 ASF
Table seating: Ten folding tables seating 20-24 chairs w/arms
Other seating: 26 chairs w/arms
Network: ethernet connection and wireless
Media Equipment: Projection screen, DVD/ Blu-ray, sound system, wireless microphones (one Lavalier and one handheld)
Other: Counter w/sink, cabinets, projection screen, one white board, one chalk board w/supplies, table top podium, stationery podium

Humanities 1, 4th floor

Room 402

Maximum capacity: 25-27
Room Size: 365 ASF
Table seating: One 12' conference table w/12 chairs
Other seating: 15 side chairs
Network: One ethernet connection and wireless
Other: Projection screen, white board w/supplies

Room 408

Maximum capacity: 25-27
Room Size: 347 ASF
Table seating: One 15' conference table w/14 chairs
Other seating: 13 side chairs
Network: One ethernet connection and wireless
Other: Projection screen, white board w/supplies

Humanities 2, 2nd floor

Room 259

Maximum capacity: 50 seated, 60 standing
Room Size: 820 ASF
Table seating: Six folding round tables w/50 chairs
Network: One ethernet connection and wireless
Media Equipment: Projection screen, DVD/ Blu-ray, sound system, wireless microphone
Other: Podium, cabinets, counter space with two sinks

D. Detailed Reservation Instructions and Form

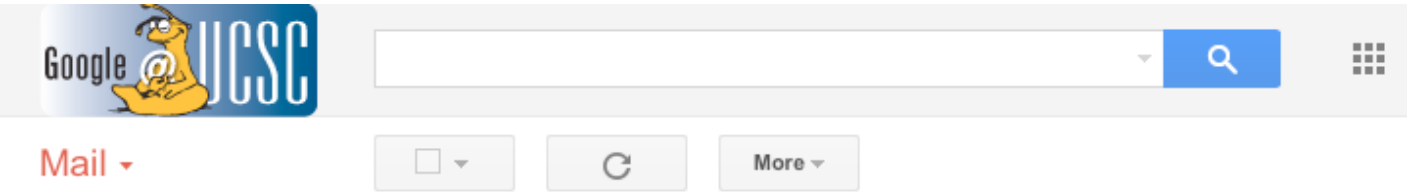
- Rooms must be reserved at least 24 hours in advance. Phone reservations will not be accepted.
- Students may NOT make reservations.
- All reservations are tentative until approved through a return confirmation via e-mail.

To view a conference room's availability, you have two options:

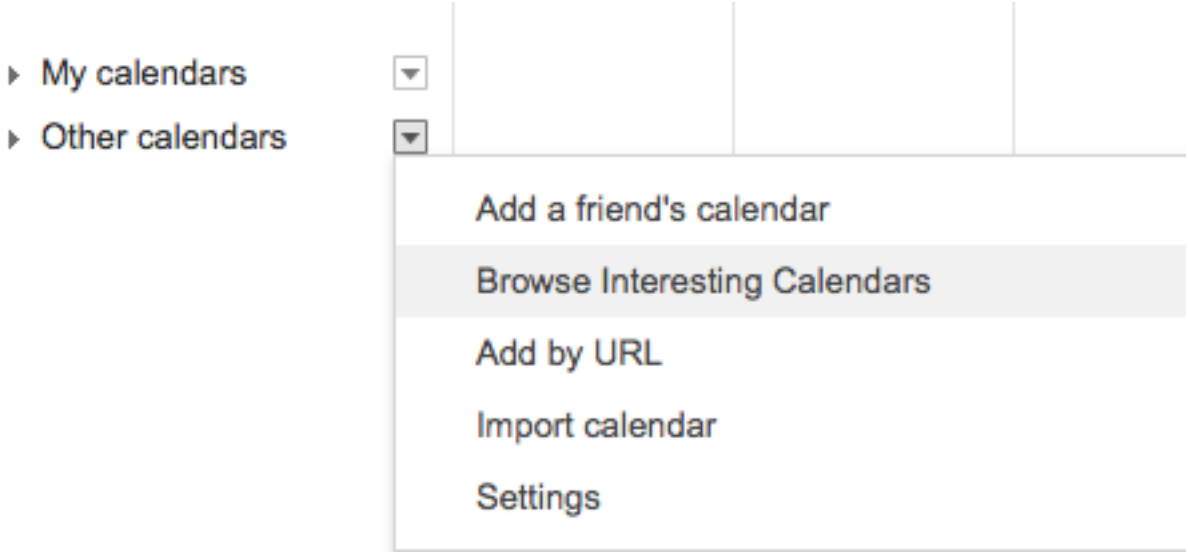
1. View rooms on the Google calendar system by using Search Calendar to locate the room's calendar schedule. Enter the reservation codes referenced below for a list of all room schedules.

   Room 202: Reservation Code: Humanities 1.202.conference
   Room 210: Reservation Code: Humanities 1.210.conference
   Room 402: Reservation Code: Humanities 1.402.conference
   Room 408: Reservation Code: Humanities 1.408.conference

2. Open your UCSC Google Calendar by logging into your UCSC Google email. Click the calendar link on the top right, the square with nine little squares (see below).



- Click the small arrow found to the right of the words "Other calendars" on the left side of the screen
- Select the Browse Interesting Calendars option in the drop down menu



- Click the word More, then Resources for ucsc.edu

Interesting Calendars « Back to calendar

Holidays Sports **More**

Contacts' birthdays and events	Preview	Unsubscribe
Day of the Year	Preview	**Subscribe**
Hebrew Calendar	Preview	**Subscribe**
Phases of the Moon	Preview	**Subscribe**
Resources for ucsc.edu	>	
Stardates	Preview	**Subscribe**
Sunrise and sunset for Santa Cruz	Preview	**Subscribe**
Week Numbers	Preview	**Subscribe**

- Click through the alphabetical hierarchy of links to find the resource: **Humanities (33)**

  By selecting Humanities-1 (20) another screen will open showing all the Humanities 1 conference rooms

  By selecting Humanities-2-259 another screen will open showing the Humanities 2 conference room

- Click the Preview link to show the resource's current schedule in a pop up window, or click the Subscribe link to add the resource to your Other Calendars list

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