Humanities Division Conference Room Policies and Procedures

Updated: May 2024

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General information about the Humanities conference rooms
Humanities 1: Rooms 202, 210
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The Humanities Division reserves the right to reassign rooms if necessary.

How to reserve
- To reserve a conference room, the Conference Room Reservation Form (Rooms 1-202, 1-210, and 2-259) or the Humanities 2, Room 359 Reservations Form must be filled out. Phone reservations are not accepted.
  - The forms can be found on the Humanities website under "About" → "Divisional Services".
- Please submit your reservation request as soon as possible and no later than two weeks before your event. Last-minute reservation requests will not be prioritized and may not be accommodated.
- Reservations will be confirmed within three business days via email and Google calendar notification.

Who can reserve
- Only Humanities departments, units, and affiliates are eligible to reserve Humanities conference rooms. Internal Humanities departmental and Divisional events will be prioritized.
- Student groups may not reserve Humanities conference rooms, regardless of affiliation.
- Undergraduate classes or seminars should be scheduled in regular classrooms through the registrar to support classroom utilization.

Recurring events
Units are allowed to schedule rooms for recurring events for an entire academic year as long as the dates do not conflict with previously scheduled events.

Priority
Internal Humanities departmental and Divisional events will be scheduled before external Humanities-affiliated events. Humanities-affiliated events are welcome to submit requests, but please note that we may not be able to accommodate all requests and we reserve the right to adjust or cancel reservations if needed in order to prioritize internal Humanities needs.

Cost
- Room reservations are free.
- The Division will only charge if rooms have not been cleaned and reset after an event; this includes trash/recycling not being thrown away, tables/floors not being cleaned if food was served, equipment being damaged, or any temporary loaned keys being lost.

Cancellations
Please email has@ucsc.edu if you need to cancel a reservation.

Conference Room Guidelines

Access

Room types
- Key required: Humanities 1-202, 1-210
- Electronic lock: Humanities 2-259, 2-359

Business Hours (9am-5pm)
- For events in Humanities 1: The conference room key is kept in Humanities Academic Services. If your reservation begins between 9:30am and 4:45pm on Monday through Friday, please stop by HAS in Humanities 1-215 at the start of your event to borrow the key. If your event begins at another time, please arrange a time prior to your event to pick up the key by responding to your reservation confirmation email with your proposed pickup time.
  - The conference room keys should only be used in the building; please do not take them outside of Humanities 1.
  - *At the end of your event, please be sure to return the key to HAS or, if HAS is closed, to the dropbox outside of the door to HAS.*
- For events in Humanities 2: The room will be unlocked for you beginning at the time listed on your Conference Room Reservation request.
  - If it is not unlocked, please come to the Humanities Academic Service Center in Humanities 1-215 (HAS). If HAS is not available, please contact Tony Grant, Facilities Coordinator, at 831-428-1733.

After Hours and Weekends
- If you are holding an after hours or weekend event, the door to the conference room building (Humanities 1 or Humanities 2) will be programmed to be unlocked. Please be sure to indicate the appropriate start and end times in your reservation request, as these will determine when the doors will be programmed to be unlocked.
- See Business Hours instructions for accessing the specific conference room.

Returns
- Please return conference room keys for 1-202 and 1-210 to HAS in Humanities 1-215 immediately after your event. If HAS is closed at the end of your event, please return the keys to the dropbox located in front of the door to HAS.
- Please return any other borrowed keys either to HAS or to the dropbox located in front of the door to HAS immediately after your event.

Lost Keys
- Lost or damaged key fee: $100

Room Capacity & Furniture

Room Capacities (per fire code)

Room 1-202: 40

Rooms 1-210, 2-259, and 2-359: 50

Furniture

The number of chairs in the conference room will match the room capacity. Sharing of chairs from different conference rooms is not allowed due to fire code.

Exterior Doors (for rooms 1-202 and 1-210)

When having events in rooms 1-202 and 1-210, exterior doors must be unlocked due to fire code state regulations.

Cleaning After Events

The Event Coordinator/Contact is responsible for cleaning the room after an event.

Trash & Recycling

- Trash and recycling bins must be emptied after an event and the bins relined.
- Do not throw trash in recycling bins.
    - Recycling bins are for recyclable containers only (bottles, cans, etc.).
    - Please rinse soiled containers (soda cans, yogurt cups, etc.) and cap any bottles before dumping.
- Zero waste bins are located on the main floor of Humanities 1 near the elevators.
- If you have a large amount of trash/recycling, there are larger trash receptacles on the path to the Cowell fountain (left of the Humanities 1 building if you are facing the front).

Cleaning Supplies

- Disinfecting wipes are available in the conference room cupboards and a vacuum and broom with dustpan is available for use in the storage room (Humanities 1-207).
- To access the storage room, you may use your ID card or see staff in HAS (Humanities 1-215) for assistance.

Room Configuration

- Please return all tables/chairs to original configuration; a room configuration map is posted in the room.
- Close all windows and doors and lock doors if you have a temporary key. Failure to do so could result in a security breach.

Charges

- Cleaning/removal of garbage: $25.50/hour (one hour minimum)
- Damages to furniture/equipment: actual replacement cost
- We will communicate with your financial contact if the room needs to be cleaned or if there is damaged equipment.

Food in the Conference Rooms
- If you are providing food at your event, you must take all leftover food with you (perishable or not) as well as all coffee condiments (sugar, honey, creamers, etc.) or they will be thrown away and you will be charged for cleaning.
- Please do not leave food items in the cupboards.
- Non-food items such as cups, plates, utensils, coffee stirrers, and napkins can be left in the cupboards.
- Green Tip: if your event is being catered by UCSC dining, you can request a compost bin for an additional $25.
- If food or drink has been spilled on the tables, countertops, or carpet, please see the Cleaning Supplies section above.

Media Cabinet
- The media cabinet code will be provided to you in the conference room reservation confirmation email.
- See the Media Cabinet Guide here for more detailed instructions for using the media cabinets.
- Return all equipment, turn off microphones, and lock the media cabinet after your event.

Room Descriptions and Inventory

Humanities 1 Room 202 (2nd floor)

Click here for photos of room

- Maximum Capacity: 40
- Theater-style capable: No
- Tables: One 24' x ≈5' conference table (not movable), one 10' x 3' miscellaneous use table
- Table seating: 20 rolling chairs with arms
- Side seating: 18 rolling chairs with arms
- Network: Ethernet connection and WiFi
- Telephone: Analog line 831-502-7786 active on jack 2019 (located on ground near front of the room under metal panel) – polycom conference phone capability
- Media Equipment:
  - Epson data projector with projector screen
  - Extron system switchers
  - Panasonic DVD/Blu-Ray player
  - Shure dual wireless receiver and wireless microphones (body pack with lavalier and handheld)
  - Rane mic and line mixer
  - QSC amplifier
  - Connections: Ethernet cable, HDMI, VGA, microphone
  - Dongles (to be kept in media cabinet drawer): mini display port to HDMI/DVI/DisplayPort adapter converter (for Apple machines), DVI ↔ VGA converter
  - Remotes: Panasonic DVD/Blu-Ray, DinoFire wireless presenter with laser pointer (and wireless receiver)
- Other: Wall heating, whiteboard and chalkboard w/ supplies, tabletop podium, extra projector screen, counter with sink and cabinets, countertop hot/cold water filtration unit, and cleaning supplies

Humanities 1 Room 210 (2nd floor)

Click here to see photos of room

- Maximum Capacity: 50
- Theater-style capable: Yes
- Tables: Ten 5' x 2.5' folding tables on wheels
- Table seating: 20 non-rolling/stackable chairs with arms
- Side seating: 30 non-rolling/stackable chairs with arms
- Network: Ethernet connection and WiFi
- Telephone: Analog line 831-459-1601 active on jack 2029 (located on ground near front of the room under metal panel) – polycom conference phone capability
- Media Equipment:
  - Epson data projector with projector screen
  - Extron system switchers

- ○ Panasonic DVD/Blu-Ray player
  - ○ Shure dual wireless receiver and wireless microphones (one lavalier and one handheld)
  - ○ Rane mic and line mixer
  - ○ QSC amplifier
  - ○ Connections: Ethernet cable, HDMI, VGA, microphone
  - ○ Dongles (to be kept in media cabinet drawer): mini display port to HDMI/DVI/DisplayPort adapter converter (for Apple machines), DVI ↔ VGA converter
  - ○ Remotes: Panasonic DVD/Blu-Ray, DinoFire wireless presenter with laser pointer (and wireless receiver)
- Other: Wall heating, whiteboard and chalkboard w/ supplies, tabletop podium, extra projector screen, counter with sink and cabinets, countertop hot/cold water filtration unit, and cleaning supplies

Humanities 2 Room 259 (2nd floor)
Click here to see photos of room
- Maximum Capacity: 50
- Theater-style capable: Yes
- Tables: Twelve 60" x 34" folding half-moon tables on wheels (makes 6 circular tables)
- Table/Side seating: 50 non-rolling/stackable chairs with arms
- Network: Ethernet connection and WiFi
- Telephone: Analog line 831-459-4030 active on jack 2029 (located to the left of light switches on wall) – polycom conference phone capability
- Media Equipment:
  - ○ Epson data projector with projector screen
  - ○ Extron system switchers
  - ○ Panasonic DVD/Blu-Ray player
  - ○ SLA 1 amplifier
  - ○ Connections: Ethernet cable, HDMI, VGA
  - ○ Dongles (to be kept in media cabinet drawer): mini display port to HDMI/DVI/DisplayPort adapter converter (for Apple machines), DVI ↔ VGA converter
  - ○ Remotes: Panasonic DVD/Blu-Ray, DinoFire wireless presenter with laser pointer (and wireless receiver)
- Other: Wall heating, whiteboard w/ supplies, standing podium, counter with sink and cabinets, countertop hot/cold water filtration unit, and cleaning supplies

Humanities 2 Room 359 (3rd floor)
Click here to see photos of room
- Maximum Capacity: 50
- Theater-style capable: Yes
- Tables: One 24' x ≈5' conference table (not movable, located in back of room), one 5' x 2.5' miscellaneous use table (located in front of room)

- Theater style seating: 30 non-rolling/stackable chairs with arms
- Conference table seating: 20 rolling chairs with arms
- Network: Ethernet connection and WiFi
- Media Equipment:
  - Epson data projector with projector screen
  - Extron system switchers
  - Panasonic DVD/Blu-Ray player
  - Shure dual wireless receiver and wireless microphones (one lavalier and one handheld)
  - Rane mic and line mixer
  - QSC amplifier
  - Connections: Ethernet cable, HDMI, VGA, microphone
  - Dongles (to be kept in media cabinet drawer): mini display port to HDMI/DVI/DisplayPort adapter converter (for Apple machines), DVI ↔ VGA converter
  - Remotes: Panasonic DVD/Blu-Ray, DinoFire wireless presenter with laser pointer (and wireless receiver)
  - Laptop cart: The Humanities laptop cart holds 30 MacBook Pros. Reservations of Humanities 2-359 come with use of the laptop cart.
    - The cart is locked. Please pick up the cart key in the Humanities Academic Service Center (Hum 1-215) prior to your scheduled time, and return the key when you are done.
    - For more information about the laptop cart, including terms and conditions for use, please see https://humanities.ucsc.edu/about/divisional-services/computing/humcart/index.html.
    - If you are interested in reserving the Humanities laptop cart for use somewhere other than Humanities 2-359, please contact hcs@ucsc.edu.
- Other: Wall heating, whiteboard w/ supplies, tabletop podium, counter with sink and cabinets, countertop hot/cold water filtration unit, and cleaning supplies