

# UCSC HUMANITIES CONFERENCE ROOM POLICIES & PROCEDURES



## **Table of Contents** (clickable links – click page numbers)

<b><u>GENERAL INFORMATION ABOUT THE HUMANITIES CONFERENCE ROOMS</u></b>	<b>2</b>
HOW TO RESERVE	2
WHO CAN RESERVE	2
RECURRING EVENTS	2
PRIORITY	2
COST	2
CANCELLATIONS	2
<b><u>CONFERENCE ROOM GUIDELINES</u></b>	<b>3</b>
ACCESS	3
ROOM CAPACITY & FURNITURE	3
CLEANING AFTER EVENTS	4
FOOD IN THE CONFERENCE ROOMS	4
MEDIA CABINET	5
<b><u>ROOM DESCRIPTIONS AND INVENTORY</u></b>	<b>5</b>
HUMANITIES 1 ROOM 202 (2 <sup>ND</sup> FLOOR)	5
HUMANITIES 1 ROOM 210 (2 <sup>ND</sup> FLOOR)	5
HUMANITIES 1 ROOM 402 (4 <sup>TH</sup> FLOOR)	6
HUMANITIES 1 ROOM 408 (4 <sup>TH</sup> FLOOR)	6
HUMANITIES 2 ROOM 259 (2 <sup>ND</sup> FLOOR)	7
HUMANITIES 2 ROOM 359 (3 <sup>RD</sup> FLOOR) – THEATER-STYLE & CONFERENCE-STYLE COMBO ROOM	7
<b><u>AVAILABILITY</u></b>	<b>8</b>
HOW TO VIEW CONFERENCE ROOM AVAILABILITY (INSTRUCTIONS)	8

## General information about the Humanities conference rooms

Humanities 1: Rooms 202, 210, 402, 408

Humanities 2: Rooms 259, 359

*The Humanities Division reserves the right to reassign rooms if necessary.*

### How to reserve

- To reserve a conference room, the [Conference Room Reservation Form](#) must be filled out.
- Link can be found on the Humanities main page under "About" → "Divisional Services"
- Reservations will be confirmed within two business days via an email sent to the requestor.
- Rooms must be reserved at least 24 hours in advance. Phone reservations not accepted.

### Who can reserve

- Academic departments and campus administrative units may reserve Humanities Conference rooms.
- Student groups may not reserve - they will be referred to Student Affairs meeting rooms or Grad Student Commons for their meetings.
- Undergraduate classes or seminars may not reserve – these should be scheduled in regular classrooms controlled by 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

Divisional units will be scheduled before non-divisional units

### 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 thrown away, tables/floors not being cleaned if food was served, equipment is damaged, or if any temporary loaned keys are lost).

### Cancellations

Please email [HAS@ucsc.edu](mailto:HAS@ucsc.edu) if you need to cancel a reservation.

# Conference Room Guidelines

## Access

### Room types

- Key required: Humanities 1 Rooms 202, 210, 402, 408
- Electronic lock: Humanities 2 Rooms 259, 359



### Business Hours

- For meetings during business hours (8am-5pm), the room will be unlocked (manually or electronically) for you half an hour prior to your event and locked half an hour after the end of your event.
- If it is not unlocked, please contact Tony Grant, Facilities Coordinator, at 831-428-1733. If you cannot reach him, please come to the Humanities Academic Service Center in Humanities Bldg 1, Room 215.
- If you need the room opened sooner than a half hour prior, please call Tony Grant. If he is not available, please send an email to [tegrant@ucsc.edu](mailto:tegrant@ucsc.edu) and [has@ucsc.edu](mailto:has@ucsc.edu).

### After Hours

- If you are having an event in conference rooms 202, 210, 402, or 408 that will last past or begin after 5pm, please pick up a temporary key from the Academic Service Center before 4pm. It would be best to email [has@ucsc.edu](mailto:has@ucsc.edu) and [tegrant@ucsc.edu](mailto:tegrant@ucsc.edu) a day or two before to schedule a time to come by. Rooms 2-259 and 2-359 can be unlocked electronically so no key is needed.

### Weekend

- If you are holding a weekend event in conference rooms 202, 210, 402, or 408, please pick up a temporary key from the Academic Service Center before 4pm on Friday. It would be best to email [has@ucsc.edu](mailto:has@ucsc.edu) and [tegrant@ucsc.edu](mailto:tegrant@ucsc.edu) a day or two before to schedule a time to come by. Rooms 2-259 and 2-359 can be unlocked electronically so no key is needed.
- A \$75 fee will be charged for keys not returned by the Monday morning following the weekend event.

### Returns

- Please return all keys in the key drop box located in front of the Academic Service Center

### Lost Keys

- Lost Key Fee: \$75
- Damaged Key Fee: \$4.75

## Room Capacity & Furniture

### Room Capacities (per fire code)

- Room 202: 40, Room 210: 50, Rooms 402 and 408: 27, Rooms 2-259 and 2-359: 50

### Furniture

- Number of chairs in conference space will match the room capacity – sharing of chairs from different conference rooms is not allowed due to fire code

### Exterior Doors (for rooms 202 and 210)

- When having events in rooms 202 and 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 bins relined**
- **Do not throw trash in recycling bins, they are not compost 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, Room 207)
- To access the storage room, please see staff in the Academic Service Center (Room 215)
- If you obtained a key for an after hours or weekend event, your key should open storage room (207)

### Room Configuration

- Please return all tables/chairs to original configuration (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 your financial contact if the room needs to be cleaned or if there is damaged equipment.

## Food in the Conference Rooms

### Serving food?

- If you are providing food at your event, you must take all left over food with you (perishable or not) as well as all sweet 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.
  - **Green Tip:** if your event is being catered by UCSC dining, you can request a compost bin for an additional \$25.

### Cleaning

- If you've spilled food or drink on the tables, countertops, or carpet, disinfecting wipes are available in the cupboards and a vacuum and broom with dustpan are available in the storage room (207). For access, please come to the Academic Service Center (room 215) and staff will assist you.

## Media Cabinet

- Media cabinet code will be provided to you in the conference room reservation confirmation email
- [Media cabinet guide](#) (online link)
- Return all equipment, turn off microphones, and lock media 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://its.ucsc.edu/av-checkout/index.html>



## Room Descriptions and Inventory

### Humanities 1 Room 202 (2<sup>nd</sup> 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, Dino Fire wireless presenter with laser pointer (and wireless receiver)

**Other:** Wall heating, white and chalkboards w/ supplies, tabletop podium, extra projector screen, counter with sink and cabinets, counter top hot/cold water filtration unit, and cleaning supplies

### Humanities 1 Room 210 (2<sup>nd</sup> 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, Dino Fire wireless presenter with laser pointer (and wireless receiver)

**Other:** Wall heating, white and chalkboards w/ supplies, tabletop podium, extra projector screen, counter with sink and cabinets, counter top hot/cold water filtration unit, and cleaning supplies

**[Humanities 1 Room 402 \(4<sup>th</sup> floor\)](#)**

[Click here to see photos of room](#)

**Maximum Capacity:** 25

**Theater-style capable:** No

**Tables:** One 12' x ≈5' conference table (not movable)

**Table seating:** 12 rolling chairs with arms

**Side seating:** 5 rolling chairs with arms, 8 non-rolling/stackable chairs without arms - coming soon

**Network:** Ethernet connection and WiFi

**Telephone:** VoIP line 831-459-3813 active on jack 4023 (phone already in room – do not attempt to plug in a different phone)

**Media Equipment:**

- Epson data projector with projector screen
- Extron system switchers
- Panasonic DVD/Blu-Ray player
- **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

**Other:** Wall heating, extra projection screen, whiteboard w/ supplies, tabletop podium, two bookcases

**[Humanities 1 Room 408 \(4<sup>th</sup> floor\)](#)**

[Click here to see photos of room](#)

**Maximum Capacity:** 25

**Theater-style capable:** No

**Tables:** One 15' x ≈5' conference table (not movable), one 2' x 2.5' miscellaneous use rectangular table, one 1.75' x 3.5' miscellaneous use oval table

**Table seating:** 14 rolling chairs with arms

**Side seating:** 10 non-rolling/stackable chairs without arms - coming soon

**Network:** Ethernet connection and WiFi

**Telephone:** VoIP line 831-459-2813 active on jack 4017 (phone already in room – do not attempt to plug in a different phone)

**Media Equipment:**

- Epson data projector with projector screen
- Extron system switchers
- Panasonic DVD/Blu-Ray player
- **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

**Other:** Wall heating, whiteboard with supplies

## **Humanities 2 Room 259 (2<sup>nd</sup> 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, Dino Fire wireless presenter with laser pointer (and wireless receiver)

**Other:** Wall heating, whiteboard w/ supplies, standing podium, counter with sink and cabinets, counter top hot/cold water filtration unit, and cleaning supplies

## **Humanities 2 Room 359 (3<sup>rd</sup> floor) theater-style & conference-style combo room**

[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:** 18 non-rolling/stackable chairs with arms – 12 more coming soon

**Conference table seating:** 20 rolling chairs with arms

**Network:** Ethernet connection and WiFi

**Media Equipment:**

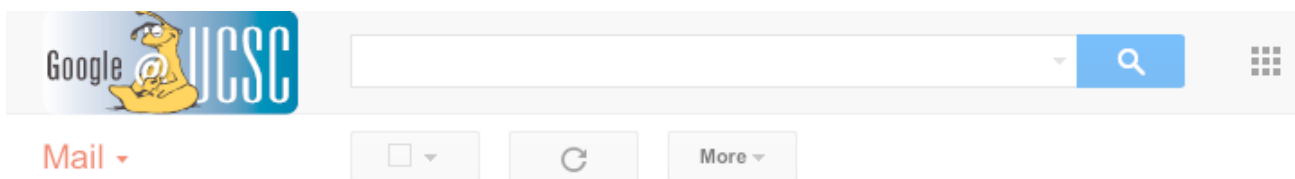
- Epson data projector with projector screen
- Extron system switchers
- Panasonic DVD/Blu-Ray player
- Shure dual wireless receiver and wireless microphones (one lavalier and one handheld)
- Rane mic and line mixer
- QSC amplifier
- **Connections:** Ethernet cable, HDMI, VGA, microphone
- **Dongles (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, Dino Fire wireless presenter with laser pointer (and wireless receiver)
- **Laptop Cart:** The Humanities Laptop Cart holds 24 laptops available for checkout / use in Humanities 2, Room 359. Reserve the cart using the form at: <http://goo.gl/forms/Xn7aZ8hUwk>
  - **NOTE:** You must also schedule Room 359 for the same block of time at <http://humanities.ucsc.edu/about/divisional-services/conference-room-reservations.html>. You will need to pick up the key for the cart in the Humanities Academic Service Center (located in Humanities 1 Room 215) between the hours of 8:30am - 4:30pm, Mon-Fri, prior to your scheduled time. Faculty are responsible for ensuring all 24 computers are in the cart, and plugged in. Guidelines for cart check-out and use are located at: <http://humanities.ucsc.edu/about/divisional-services/computing/humcart.html>

**Other:** Wall heating, whiteboard w/ supplies tabletop podium, counter with sink and cabinets, counter top hot/cold water filtration unit - **coming soon**, and cleaning supplies

## Availability

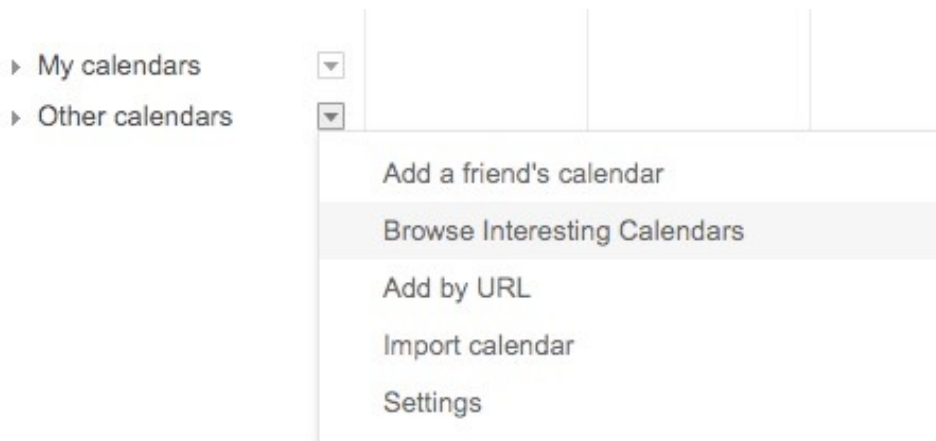
### [How to view conference room availability \(instructions\)](#)

1. 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).



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





4. Click "More", then "Resources for ucsc.edu"

### Interesting Calendars [« Back to calendar](#)

<a href="#">Holidays</a>	<a href="#">Sports</a>	<a href="#">More</a>
Contacts' birthdays and events		<a href="#">Preview</a> <a href="#">Unsubscribe</a>
Day of the Year		<a href="#">Preview</a> <a href="#">Subscribe</a>
Hebrew Calendar		<a href="#">Preview</a> <a href="#">Subscribe</a>
Phases of the Moon		<a href="#">Preview</a> <a href="#">Subscribe</a>
<a href="#">Resources for ucsc.edu</a>		<a href="#">&gt;</a>
Stardates		<a href="#">Preview</a> <a href="#">Subscribe</a>
Sunrise and sunset for Santa Cruz		<a href="#">Preview</a> <a href="#">Subscribe</a>
Week Numbers		<a href="#">Preview</a> <a href="#">Subscribe</a>

- 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 (2)** another screen will open showing the Humanities 2 conference rooms
- 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.