Room Reservation: Policy and Procedures

Thank you for considering the UCSD Black Resource Center to hold your upcoming event.

Hours & Availability
Monday & Tuesday: 9:00 a.m. – 6:30 p.m.
Wednesday-Friday: 9:00 a.m. – 4:00 p.m.

Please note: The above hours are also the Black Resource Center’s operating hours. Any reservation requirements prior to opening, or after closing, must have special arrangements.

Available rooms & description:
Conference Room: The maximum capacity is 22 people. The default set up for this room is conference style with seating for 22, along with 6 tables.

Family Room: This space is the large open space that is immediately visible upon entering the center. It may be reserved only with the understanding that no privacy is possible. Our function as a Community Center calls us to keep this space open to our community; therefore no “closed” meetings are possible during normal operating hours. The maximum capacity is 49 people.

How to reserve a room:

- Verify date and room availability by phone, e-mail, or in person with the Resource Center. We encourage you to make your reservations as far in advance as possible to ensure room availability (brc@ucsd.edu or 858-534-0471)

- Complete a Room Reservation Contact Sheet, an Agreement of Use and Liability Form, and return them with appropriate identification (a UCSD ID card) to the Black Resource Center. You can request a copy at the front reception area.

Room Reservation Information:

- Food Policy: Full meals and beverages, in spill-proof containers, are allowed in the Conference Room. Snacks and beverages, in spill-proof containers, are allowed in the Family Room. In all spaces, please clean up after your meeting.

- Cleanup Policy: Rooms must be left in the same set up, clean condition as they were found. If, upon entering a room, you should discover that the space is not ready for occupancy, please notify the front desk immediately. Any necessary cleanup resulting from your event may lead to a permanent suspension of room reservation privileges of your group/organization.

- Point of Contact: All groups reserving space must provide a point of contact, who agrees to provide identification (a UCSD ID card), completes the Room Reservation Contact Sheet, assumes responsibility for the group/organization holding the meeting, and agrees, on behalf of the entire group, to support the UCSD Black Resource Center’s mission statement by signing an Agreement of Use and Liability Form.

- Additional Resources: (4) 6’ft tables and (20) stackable chairs located in BRC closet. If used, please clean and return to closet location.
Agreement of Use and Liability

- I have received a copy of The UCSD Black Resource Centers Room Reservation Policy and Procedures. By signing below, I acknowledge that I have read and thoroughly understand the room reservation policy and procedures as they apply to my event, and attest that my group/organization is supportive of the mission of the UCSD Black Resource Center (see mission statement below). I agree to abide by all terms and conditions. I understand that my reservation will not be booked until this page is completed, signed and returned to the UCSD Black Resource Center along with proper identification.

  Black Resource Center Mission:

  Committed to cultural diversity and the development of the whole person, The Black Resource Center provides a supportive Campus Community space which emphasizes the African and African American experience at UC San Diego. The BRC seeks to promote scholarship, foster leadership and cultivate community among students, staff, faculty and alumni.

- By signing this document I agree to abide by the UCSD Principles of Community which supports a climate of fairness, cooperation, and professionalism for all at UCSD.

- I accept full responsibility for my group in this meeting space.

- I will reimburse the UCSD Black Resource Center for the cost of repairs if the space is damaged while checked out in my name.

- I have witnessed the physical space. The space is clean and ready for occupancy.

- I understand that my/my group’s abuse of the space may result in disciplinary action and the inability to reserve space in the Black Resource Center in the future.

- I understand that all charges that are accrued as a result of violations of these policies will be sent to the Registrar’s Office and will prevent me from registering for classes, from obtaining diploma/transcript(s), and/or graduating until paid in full. (REGISTERED STUDENTS)

- I understand that I am not to perform any illegal activities in reserved space.

- I understand that if I perform any illegal activities with this space, I will be subject to the disciplinary rules and regulations of UCSD and perhaps, those of the City of San Diego; which may result in the possibility of arrest.

- I do hereby verify that I have read and understand the Use and Liability Agreement as it pertains to the loan of a UCSD Black Resource Center.

- I agree to abide by this and related policy and procedures.

Signature/Date: ________________________________________________

Revised 2/27/2014
Room Reservation Contact Sheet

Room Requested:

☐ Conference Room  ☐ Family Room/Patio  ☐ Entire Center*

*Requests for the Entire Center must be received at least 2 weeks prior to the proposed date

Group/Organization Type:

☐ Student Organization  ☐ Staff Organization  ☐ Faculty Meeting  ☐ Academic Class

☐ Other

Group/Organization Name: ______________________________________________________________

Event Name: _________________________________________________________________________

Estimated Attendance: ________________________________________________________________

Date of Event & Time: __________________________________________________________________

(Set-up and clean-up of event are the responsibility of the reserving group. Please allow at least half an hour for both before and after your event.)

The Black Resource Center is a campus center dedicated to serving the needs of the black community at UCSD. We are pleased to share our facilities with those serving the same mission. Please briefly describe how your reserving group will be specifically benefitting the black community at UCSD or in the San Diego area.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Event Recurrence: ____________________________________________________________________

Will food be served? _________________________________________________________________

Technical Needs (laptop, projector, speakers) ___________________________________________

Contact Name _________________________________________________________________

Phone # __________________________________________________________________________

E-mail: __________________________________________________________________________

Signature/Date: ________________________________

FOR BRC USE ONLY:

Contract/Tour Date: ____________________________  Code Assigned: ______________

Completed by: ________________________________________