UCSD Women’s Center
Room Reservation: Policy and Procedures

Academic Hours & Availability
Monday – Thursday: 9:00 a.m. – 7:00 p.m.
Friday: 9:00 a.m. – 3:00 p.m.

*We give priority to those who align with our F.A.C.E.S. Guiding principles. If the work policy, event and the practices of your organization is in direct contradiction to F.A.C.E.S. you will not be able to reserve the women’s center.*

Available room, description, and equipment:

Conference Room: The maximum capacity is 20 people. The set up for this room is conference style with seating for 20, along with 6 tables. A white board, television, film screen, DVD player and VCR are available for your use. We do not provide a film projector, so if you need additional media equipment or services, from UCSD, please make arrangements with Physical Plant, Audio-Visual, or Price Center Catering Services.

How to reserve a room:

1. Review our F.A.C.E.S. Guiding Principles to make sure your event and organization aligns with the Women’s Center.
2. Verify date and room availability by phone, e-mail, or in person with the Women’s Center. Please make your reservations as far in advance as possible to insure room availability ([http://women.ucsd.edu](http://women.ucsd.edu) or 858-822-0074) Groups may NOT reserve the Women’s Center conference room more than twice per quarter unless they are affiliated with the Critical Gender Studies Department or are a gender related organization.
3. Complete a Room Rental Contact Sheet, and an Agreement of Use and Liability Form, and return them with appropriate identification (a UCSD ID card) to the Women’s Center. You can request a copy at the front reception area, or download a copy from our website at [http://women.ucsd.edu](http://women.ucsd.edu).

Room Reservation Information:

1. Food Policy: Food and non-alcoholic beverages are allowed in the Conference Room. Please be sure to clean up after your meeting.
2. Cleanup Policy: The conference room must be left in the condition in which it was found. Any necessary cleanup resulting from your event may lead to a permanent suspension of room reservation privileges of your group/organization.
3. Point of Contact: All groups reserving space must provide a point of contact, who will agree to provide identification (a UCSD ID card), complete the Room Reservation Contact Sheet, assume responsibility for the group/organization holding the meeting, and agree, on behalf of the group, to support the UCSD Women’s Center’s mission statement by signing an Agreement of Use and Liability Form.
4. Cancellation Policy: Please contact the Women’s Center immediately if it becomes necessary to cancel your reservation.