

# Facility Reservation Contact Form



University of California, San Diego  
**Women's Center**  
9500 Gilman Drive, 0096  
La Jolla, CA 92093 – 0096  
(858) 822 – 0074  
Fax: (858) 822 – 1577

Today's Date: \_\_\_\_\_

Contact Person: _____
Sponsoring Organization: _____
Address: _____
Phone: _____ Email: _____
Staff/Student ID: _____
Driver's License: _____

## Event Information

Facility Requested:       Small Meeting Room       Conference Room

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Times: \_\_\_\_:\_\_\_\_am/pm to \_\_\_\_:\_\_\_\_am/pm

Event Type\*:  Meeting  Class  Lecture  Other

\*For Ongoing event:  Weekly  Bi-Weekly  Monthly  Other

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Main Constituency for Event:

Undergraduate  Graduate  Staff  Faculty  Community

Estimated Attendance: \_\_\_\_\_ Set-up Time: \_\_\_\_:\_\_\_\_am/pm

\*\*Please allow for 15 minutes at the beginning and end of your event for cleanup.

What is the purpose of your group/event and how does this support the mission and the F.A.C.E.S. Guiding Principles of the Women's Center? Please be specific.

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## For Office Use Only:

Date Received: \_\_\_\_\_ Approved By: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Please read and sign the **Agreement of Use and Liability Form**, review F.A.C.E.S. Guiding Principles and complete **this Contact Form**, and fax or deliver to the Women's Center, located in *Student Center West, Building 290*.

# FACES

*Guiding Principles of the UC San Diego  
Women's Center*

We embrace the multiple **FACES** of our community and our work is grounded in the following principles:



## **F**eminism

We work to end sexism and sexist oppression. Our definition of feminism is grounded in the belief that ending one oppression requires ending all oppressions, all people have the right to control their bodies and destinies and should share equally the resources and opportunities to achieve individual, social, political, and economic goals.

## **A**wareness

We educate the UC San Diego community and the community at large about all forms of oppression through community organizing, interaction, and access to resources.

## **C**ommunity

We value our relationships with the campus and broader San Diego community. We foster an environment that promotes safe space, dialogue, connectedness, active learning and collaboration.

## **E**mpowerment

We work for and support social change that empowers women through self-discovery, awareness, and action. We validate and give voice to diverse experiences in order to encourage leadership development, activism, and advocacy

## **S**ocial Justice

We enact social justice through the intersections of feminism, awareness, community, and empowerment. In our effort to end sexist oppression we recognize that the eradication of all oppression is central to feminism and our work at the Women's Center. Ending racism, homophobia, ableism, religious oppression, classism, and other forms of oppression are all feminist issues.

# 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> 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>.

### 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.
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## Agreement of Use and Liability

- I have received a copy of The UCSD Women's Center's **Room Reservation Policy and Procedures**. By signing below, I acknowledge that I have read and understand the room reservation policy and procedures, Women's Center mission (see mission statement below) and Women's Center F.A.C.E.'s Guiding Principles (See attached sheet). 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 Women's Center along with the required identification.

**Mission Statement:** *The UCSD Women's Center is a space in which people work collaboratively to foster the educational, professional, and personal development of diverse groups of women. The Center provides education and support to all members of UCSD regarding gender issues, with the goal of promoting an inclusive and equitable campus community.*

- 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 Women's Center for the cost of repairs if the space or equipment 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 group's abuse of the space and/or equipment will result in a fine and the inability to reserve space in the Women's 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.
- I understand that I am not to perform any illegal activities in reserved space.
- I understand that alcohol is not allowed in the Women's Center unless a signed copy of a **Use of Alcohol and Beverage form** is provided.
- I understand that if my group participates in any illegal activities within the Women's Center, I will be subject to the disciplinary rules and regulations of UCSD and those of the City of San Diego.
- I do hereby verify that I have read and understand the Use and Liability Agreement as it pertains to space reserved at the UCSD Women's Center.
- I agree to abide by this and related policy and procedures.

**Signature/Date:** \_\_\_\_\_

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