

Campus Facilities Resource Guide

2017 – 2018

Bay Tree Building Conference Rooms

Muwerkma Ohlone

Contact: btconference@ucsc.edu, (831) 459-1534

Capacity: 25 standing, 14 seated

Cost: Free for registered student organizations, additional fees for media equipment

Reservation: Visit SOAR office or meet with advisor

Stipulations: Event proposal needed

Cancellation fee if canceled within 1 week of event

Amah Mutsun

Contact: btconference@ucsc.edu, (831) 459-1534

Capacity: 27 standing, 16 seated

Cost: Free for registered student organizations, additional fees for media equipment

Reservation: Visit SOAR office or meet with advisor

Stipulations: Event proposal needed

Cancellation fee if canceled within 1 week of event

Esselen Nation

Contact: btconference@ucsc.edu, (831) 459-1534

Capacity: 22 standing, 10 seated

Cost: Free for registered student organizations, additional fees for media equipment

Reservation: Visit SOAR office or meet with advisor

Stipulations: Event proposal needed

Cancellation fee if canceled within 1 week of event

Cervantes & Velasquez

Contact: btconference@ucsc.edu, (831) 459-1534

Capacity: 66 standing, 34 seated

Cost: Free for registered student organizations, additional fees for media equipment

Reservation: Visit SOAR office or meet with advisor

Stipulations: Event proposal needed

Cancellation fee if canceled within 1 week of event

Colleges 9 & 10

Namaste Lounge

Contact: resc9c10@ucsc.edu

Capacity: 90, 70 seated

Cost: \$100

Reservation:

<https://docs.google.com/forms/d/e/1FAIpQLSfnVGUUq3ua9H0oNt1hIUb9loIPJi1U50ViZHvTJVByqXBARg/viewform>

Stipulations: Must be reserved 2 weeks in advance
Event proposal needed

Multipurpose Room

Contact: resc9c10@ucsc.edu

Capacity: 676 standing, 320 seated

Cost: \$150 for registered student organizations

Reservation:

<https://docs.google.com/forms/d/e/1FAIpQLSfnVGUUq3ua9H0oNt1hIUb9loIPJi1U50ViZHvTJVByqXBARg/viewform>

Stipulations: Must be reserved 2 weeks in advance
Only available a few times every week
Event proposal needed

Crown College

Crown Fireside Lounge

Contact: Jeremy Parker, jparker@ucsc.edu, (831) 459-5594

Capacity: 35 standing, 20 seated

Cost: Free for registered student organizations

Reservation: https://crown.ucsc.edu/activities/Room_Reservations/reserve.html

Stipulations: Available 9AM to 12AM

Cannot be reserved for ongoing meetings

Groups may only reserve Crown College facilities twice a quarter

48 hours advance notice required

Crown & Merrill Community Room

Contact: Jeremy Parker, jparker@ucsc.edu, (831) 459-5594

Capacity: 40 standing, 30 seated

Cost: Free for registered student organizations

Reservation: https://crown.ucsc.edu/activities/Room_Reservations/reserve.html

Stipulations: Available 9AM to 12AM

Cannot be reserved for ongoing meetings

Groups may only reserve Crown College facilities twice a quarter

48 hours advance notice required

Crown Courtyard

Contact: Jeremy Parker, jparker@ucsc.edu, (831) 459-5594

Capacity: n/a

Cost: Free for registered student organizations

Reservation: https://crown.ucsc.edu/activities/Room_Reservations/reserve.html

Stipulations: 48 hours advance notice required

Event must abide by Student Policies & Regulations Handbook and use of university property for free speech guidelines

Crown/Merrill Dining Hall

Reservation: Cannot be reserved by student organizations

Cowell College

Cowell Conference Room 132

Contact: Reservation coordinator, stevrescoord@ucsc.edu

Capacity: 40 with tables & chairs

Cost: Free for registered student organizations

Reservation: Email contact, event proposal required

Stipulations: Groups may only reserve Cowell College facilities twice a quarter

Cowell Fireside Lounge

Reservation: Cannot be reserved by student organizations

Cowell Apartment Community Room

Reservation: Cannot be reserved by student organizations

Founders Glen

Contact 1: Kara Snider, klea@ucsc.edu, (831) 459-4655

Contact 2: Cowell Programs, cowellprograms@gmail.com, (831) 459-2255

Capacity:

Cost:

Reservation: Email or call contacts

Stipulations: Only available for occasional events

Cowell Courtyard

Contact 1: Kara Snider, klea@ucsc.edu, (831) 459-4655

Contact 2: Cowell Programs, cowellprograms@gmail.com, (831) 459-2255

Capacity:

Cost:

Reservation: Email or call contacts

Stipulations: Only available for occasional events

Cowell/Stevenson Dining Hall

Contact 1: Kara Snider, klea@ucsc.edu, (831) 459-4655

Contact 2: Cowell Programs, cowellprograms@gmail.com, (831) 459-2255

Capacity: 728 standing, 340 seated (50 tables, 400 chairs)

Cost: \$150 for registered student organizations, additional \$15/hour per student staff if requested

Reservation: Email or call contacts

Stipulations: Only available after 8:30PM on Sundays & Mondays

Must be reserved 2 weeks in advance if requesting student staff

Kresge College

Kresge Town Hall

Contact: Christian Gaines, kresgeacpa@ucsc.edu, (831) 459-3925

Capacity: 250 seated, 616 standing, 50 tables

Cost: \$150 for registered student organizations, \$15/hour per student staff if requested

Reservation: Visit Kresge Programs Office

Stipulations: Must be reserved 2 weeks in advance

Event proposal needed

\$50 cancellation fee if canceled within 48 hours of event

Seminar Room 159

Contact: Beth Hernandez-Jason, bhj@ucsc.edu, (831) 459-4792

Capacity: 80 seated

Cost: \$15/hour

Reservation: Visit Kresge Provost Office

Stipulations: N/A

Student Lounge

Contact: Christian Gaines, kresgeacpa@ucsc.edu, (831) 459-3925

Capacity: 20 seated

Cost: Free
Reservation: Visit Kresge Programs Office
Stipulations: Must be reserved 2 weeks in advance

Merrill College

Cultural Center at Merrill

Contact: Jenaro Ordoñez, jenaro@ucsc.edu, (831) 459-5594
Capacity: 400 standing, 350 seated
Cost: \$150 for registered student organizations, \$18/hour per student staff if requested
Reservation: https://crown.ucsc.edu/activities/Room_Reservations/reserve.html
Stipulations: Must be reserved 2 weeks in advance

Baobab Lounge

Contact: Jenaro Ordoñez, jenaro@ucsc.edu, (831) 459-5594
Capacity: 30
Cost: Free for registered student organizations
Reservation: https://crown.ucsc.edu/activities/Room_Reservations/reserve.html
Stipulations: 48 hours advance notice required
Cannot be reserved for ongoing meetings

Casa Latina Loft (3rd Floor)

Contact: Veronica Vasquez, vevasque@ucsc.edu, (831) 459-5594
Capacity: 25
Cost: Free for registered student organizations
Reservation: https://crown.ucsc.edu/activities/Room_Reservations/reserve.html
Stipulations: 48 hours advance notice required
Cannot be reserved for ongoing meetings
Only available Monday through Friday 9AM to 6PM

OPERS

East Field House & East Field Lawn

Contact: Event Coordinator, operseve@ucsc.edu
Capacity: N/A
Cost: Various, charged by the hour
Reservation: Email OPERS Facility Use Permit to contact
Stipulations: Permit must be emailed 3 weeks prior to event

West Field House

Contact: Event Coordinator, operseve@ucsc.edu
Capacity: N/A
Cost: Various, charged by the hour
Reservation: Email OPERS Facility Use Permit to contact
Stipulations: Permit must be emailed 3 weeks prior to event

West Field Lawn

Contact: Event Coordinator, operseve@ucsc.edu
Capacity: N/A
Cost: Various, charged by the hour
Reservation: Email OPERS Facility Use Permit to contact
Stipulations: Permit must be emailed 3 weeks prior to event

Porter College

George P. Hitchcock Lounge

Contact: James Blaine, jblaine@ucsc.edu, (831) 459-2857
Capacity: 20 minimum
Cost: \$150 for registered student organizations, \$15/hour per student staff if requested
Reservation: Email or call contact
Stipulations: Must be reserved 2 weeks in advance
 Cannot be reserved for longer than 4 hours
 Event proposal needed
 Only available 8AM to 1AM on weekdays, 10AM to 1AM on weekends
 \$15 cancellation fee if canceled within 48 hours of event

Porter/Kresge Dining Hall

Contact: James Blaine, jblaine@ucsc.edu, (831) 459-2857
Capacity: 375 seated, 450 standing
Cost: \$150 for 12 hour day, \$15/hour per student staff if requested
Reservation: Email or call contact
Stipulations: Must be reserved 2 weeks in advance
 Event proposal needed
 \$50 cancellation fee if canceled within 48 hours of event

Classroom 118

Contact: James Blaine, jblaine@ucsc.edu, (831) 459-2857

Capacity: 30

Cost: \$25, \$15/hour per student staff if requested, (\$100 deposit required)

Reservation: Email or call contact

Stipulations: Limited weekday availability

Event proposal needed

\$15 cancellation fee if canceled within 48 hours of event

JB Hall Art Gallery

Contact: James Blaine, jblaine@ucsc.edu, (831) 459-2857

Capacity: 30

Cost: \$25, \$15/hour per student staff if requested

Reservation: Email or call contact

Stipulations: Must be reserved 2 weeks in advance

\$15 cancellation fee if canceled within 48 hours of event

Key required & must be returned the following business day by noon

Porter College Quad & Stage

Reservation: Cannot be reserved by student organizations

Porter I-Lounge

Reservation: Cannot be reserved by student organizations

Rachel Carson College

Rachel Carson/Oakes Dining Hall

Contact: Student Life Assistant, carsonstudentlife@ucsc.edu, (831) 459-4279

Capacity: 700 standing

Cost: \$150

Reservation:

Stipulations: Must be reserved 4 - 6 weeks in advance

Only available after 8PM on Fridays and Saturdays

Event proposal needed

Not usually offered as a space unless event directly supports UCSC mission

Red Room

Contact: Student Life Assistant, carsonstudentlife@ucsc.edu, (831) 459-4279

Capacity: 50 seated, 75 standing

Cost: Free

Reservation: https://docs.google.com/a/ucsc.edu/forms/d/1Hwk7P2A5usRuwrN1oG-glvkOy6Dt45x41TZt-2Pv5_M/edit

Stipulations: Must be reserved 2 weeks in advance

Not available Mondays 7PM to 12AM, Wednesdays 5PM to 9PM, & Thursdays
11AM to 1PM & 2PM to 3:30PM

Event proposal needed

Plaza Tabling Area

Contact: Student Life Assistant, carsonstudentlife@ucsc.edu, (831) 459-4279

Capacity: N/A

Cost: Free

Reservation: Email contact

Stipulations: None

Stevenson College

Stevenson Event Center

Contact: Reservation coordinator, stevrescoord@ucsc.edu

Capacity: 600 standing, 530 dancing, 400 seated

Cost: \$150 for registered student organizations, additional \$15/hour per student staff if requested

Reservation: <https://stevenson.ucsc.edu/activities/facilities/ec-form.html>

Stipulations: Available from 7AM to 12AM

Must be reserved 2 weeks in advance or 3 weeks in advance if using media

Stevenson Fireside Lounge

Contact: Reservation coordinator, stevrescoord@ucsc.edu

Capacity: 49

Cost: \$100, additional \$15/hour per student staff if requested

Reservation: Email contact

Stipulations: Available from 7AM to 12AM

Must be reserved 2 weeks in advance or 3 weeks in advance if using media

Cannot be reserved for ongoing meetings

Other Reservable Spaces

Redwood Lounge

Contact: SOAR Operations Coordinator, soar@ucsc.edu, (831) 459-2934 or Francisco Galvan, fgalvan1@ucsc.edu, (831) 459-3488

Capacity: 63

Cost: Free for registered student organizations

Reservation: Visit SOAR office

Stipulations: Only available Monday through Thursday 9AM to 9PM and Friday 9AM to 6PM
Event proposal needed

ARCenter

Contact: (831) 457-3462

Capacity: N/A

Cost: Call for rates

Reservation: Call contact

Stipulations: Only available for reservation after the first two weeks of each quarter
Must be reserved two weeks in advance

Ethnic Resource Center Lounge

Contact: ERC Front Desk, (831) 459-2427

Capacity: 35

Cost: Free

Reservation:

https://docs.google.com/a/ucsc.edu/forms/d/e/1FAIpQLSdW2HVCkPopZtbMltZZTbD4VeZ_HhoZRdd0xJbf-9Uxl8PYPQ/viewform

Stipulations: Only available from 5PM to 10PM

Only available to non-ERC groups after the second week of each quarter

Classrooms

Contact: Mary Hardin, mhardin@ucsc.edu, (831) 459-2250 or Margie Claxton, mclaxton@ucsc.edu, (831) 459-2949

Capacity: 15 to 472

Cost: Free, additional fees for media services if requested

Reservation: Take SOAR approved event proposal to registrar's office

Stipulations: Event proposal needed

No reservations the first two weeks of each quarter

McHenry Library Rooms

Contact: Sarah Troy, saraht@ucsc.edu

Capacity: 5 to 12

Cost: Free

Reservation: Email contact after event proposal is signed off on by SOAR to schedule appointment to meet regarding reservation and/or confirm room availability

Stipulations: Only available from 5PM to 10PM

Only available to non-ERC groups after the second week of each quarter

Other Services

Dining Hall Meal Services

Service: Dining hall meals for outside groups

Contact: Janelle Maguire, jmag@ucsc.edu, (831) 459-5630

Cost: Prices vary, contact for rates

Reservation: Email or call contact

Stipulations: Must be requested 5 business days in advance for groups under 75

Must be requested 2 weeks in advance for groups of 75 and over

Learning Technologies

Service: Media equipment available for rental

Contact: media@ucsc.edu, (831) 459-2117

Cost: Equipment rates posted at <https://its.ucsc.edu/special-events/rates/index.html>

Reservation: Call contact

Stipulations: Must be requested 7 business days before event