



UNIVERSITY CENTER
University of California, Santa Barbara
Santa Barbara, CA
93106-6085

Phone: (805) 893-3961
Fax: (805) 893-7561

General Policies

Thank you for considering the University Center when planning your next conference, meeting or special event. In order to ensure a successful event for your organization and to see that your event is consistent with the policies and procedures of the UCSB University Center, please review the following information carefully.

Cancellations must be made at least 5 working days prior to your scheduled event in any UCen conference room and 20 days prior to your scheduled event in Corwin Pavilion, or rental charges will be assessed. If advance scheduling was required, fees will be assessed for cancellations not made at least 20 days prior to your event.

Co-Sponsored events will be assessed a special rate. If a student group and a campus department co-sponsor an event, the department rate will be assessed. Student groups and campus departments that co-sponsor an event with an off-campus user will be assessed the off-campus rate. See below for specific information.

Any event that charges registration fees will also be assessed a special rate. If a student group is charging a registration fee, the department rate will be assessed. If a campus department is charging a registration fee, the university extension rate will be assessed.

A UCen-employed Service Manager will be on duty during your event and available for any questions or last minute needs you may have. Courtesy phones are located near every room. Simply push line 2, and you will be connected to the Service Manager's cell phone.

Only food or beverages purchased within the University Center or catered through UCen Catering (805) 893-2465 are permitted in the University Center. Orders should be placed with UCen Catering at least 10 working days prior to your event. Orders for large events should be placed at least 30 days prior to your event.

The following are not permitted in the University Center:

- Signs, posters or other materials taped to the walls, windows or doors.
- Lighted candles or open flames.
- Glitter, confetti, and other decorative items that leave a mess.
- Any other items that may cause damage to the University Center.

Other things to consider when planning your event:

- Depending on the type, size and nature of the event, security may be required.
- The UCSB Fire Marshall Policy states that no conference room door may be secured open.
- Be courteous to the next group by restoring the room to the way you found it and by leaving at your scheduled time.
- The University Center is not responsible for any items left unattended in any of the conference rooms.
- In the event of special scheduling needs, UCen Administration reserves the right to move groups to a comparable meeting facility. If you have any questions or comments regarding our services, please contact our office at (805) 893-3961.

Thank you for your patronage.

Sincerely,
Melissa Patruno
Conference Services Manager
University Center, Room 2264
Santa Barbara, CA 93106-6085