



Hub Rental Guidelines

Terms and Conditions for Use of the
University Center Conference Facilities

Thank you for choosing the University Center for your special event. To assure the level of quality that our clients have come to expect, the following terms and conditions apply for use of the University Center facilities. Please do not hesitate to discuss any questions or concerns you have about these policies with the UCen Scheduling Office.

Rental Rate:

Rental rates apply to the times specified on the contract. Functions must adjourn at the time stipulated on the contract to avoid additional charges. If, for any reason, your event or reservation times need to be altered contact the UCen Scheduling Office as soon as possible. If possible, your event times can be changed accordingly.

Rates for OSL Registered Student Organizations:

\$150.00 Rent
\$100.00 Setup / Clean up Labor Fees
\$25.00/hr. Extended Building Hours

In addition to rental rates, labor fees and extended building hours may be assessed. Labor fees include setup, tear down and cleaning, if necessary. Tables and chairs are included in the rental; however, additional equipment may also be rented through the UCen Scheduling Office.

A Service Manager may be assigned to your event at the discretion of the UCen Conference Services Manager. Normal business hours of the University Center are as follows: 7:30am-10:00pm, Monday – Thursday; 7:30am-8:00pm, Friday; 9:00am-6:00pm, Saturday; and 11:00am-6:00pm, Sunday. If your event begins or ends before/after normal business hours, a Service Manager will be provided.

The Associate Director of the University Center reserves the right to withhold approval or cancel any event that jeopardizes the safety and well being of the UCSB Campus or that conflicts with the mission of the campus.

Room Use:

Please discuss any decorations or fliers that will be used for your event. It is prohibited to tape, tack or nail anything to the interior or exterior walls or poles of the UCen without first obtaining permission from the UCen Conference Services Manager.

Charges will be assessed for any damage done to the University Center during your reserved times.

For some events, there may be a damage/performance deposit required based on the extent and timing of the event.

UNIVERSITY
CENTER

University of California
Santa Barbara

Santa Barbara, CA
93106-6085

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

Budget & Planning Guide:

This form (guide) is required for all events held in the UCen Hub. Contact the Office of Student Life (893-4551).

Damage and Custodial Deposit:

The University Center requires a damage/custodial deposit in the amount of \$250.00, which is due at the time the contract is signed. The damage/custodial deposit is refundable as long as the terms and conditions are met. This includes having all rental equipment removed immediately after your event and any out-of-the-ordinary cleanup is completed. Failure to keep agreements will affect the return of the deposit.

Food Service / Catering:

The University Center requires that the University Center Catering office or one of the Dining Units within the UCen provide food and beverage services. Please discuss any special catering needs with the UCen Catering Staff (893-2465). Any special approvals for food must go through the UCen Dining Services Director, 893-3773.

Alcohol:

Any alcohol to be used for any function in the University Center must be coordinated and approved by the UCen Conference Services Manager.

Security:

The UCen Scheduling office reserved the right to require Public Safety officers, Community Service officers or other security at any event. The additional cost is to be covered by the client.

A Pre-event meeting is required before the doors open for an event. The UCen Service Manager, Security and representatives from the group sponsoring the event are included in the pre-event meeting.

The University Center assumes no responsibility for loss or damages of any material or equipment brought into the UCen. The UCen is also not responsible for any items left at the UCen, and does not provide secured storage for any items.

Parking:

Guest parking is readily available on the UCSB campus. Arrangements for VIP parking or reserved parking can be made directly with the Parking Services office. Contact Parking Services at 893-5389 or 893-2346. No loading or unloading is allowed along the UCen sidewalk. You may use the loading dock behind the UCen but all vehicles must be moved prior to the start of your event.

General Building Policy:

No re-entry is allowed for any evening or charged admission event. No entry to an event is allowed after Midnight. Events ending after Midnight require approval from the UCen Governance Board. No moshing, stage diving or slam dancing allowed. No smoking allowed.

Please keep the first two pages of this document and return the signature and event information page to the UCen Scheduling Office.

I have read these terms and conditions and agree to abide by them. I understand that this agreement is not intended to cover all possible situations. I agree to acknowledge and respond to instructions given by authorized UCen staff and/or Public Safety staff. I further agree to abide by any Federal, State, or City laws or ordinances that may apply.

Authorized Representative:

Organization:

Date: _____

Please complete and return to the UCen Scheduling office, room 2264. Must return this form in order to hold your room request. Event information as follows:

Please describe your event in detail (ie: dance, concert, play, lecture):

Event Date:

Rehearsal / setup time:

Doors Open / Event Start time:

Event End Time:

Sponsor/ Student Organization:

Do you have a Co-Sponsor? Who:

Event Coordinator Name & Phone number:

2nd Contact Name & number:

Band Names &/or DJ Name:

Location: UCen HUB

Attendance (estimate):

Advertising - Where?:

Food Service (Must have Dining Services Approval):

Equipment Requests:

Security required for all events. The number of Security personnel required for your event will be determined after the event-planning meeting with the UCen Scheduling Manager.

Other notes: