Housing, Dining & Auxiliary Enterprises

Residence Hall and Undergraduate Apartments Public Area Academic Year Event and Usage Regulations

Public areas in Housing facilities are part of the living environment of student residents and exist to enhance the learning and living activities of residents. All use of these areas should reflect and reinforce this mission.

Public Area Usage

Events for which there are not fees

- The usages below are not subject to rental fees, but the public area must still be reserved through the online Room Request Form, use is subject to availability, and the event must abide by all Housing policies and procedures.
  - Residents of the hall/complex putting on events specifically and primarily for residents of their hall/complex, which are open to and benefit all residents of the hall/complex
  - Housing programs and departmental meetings
  - Faculty-led events and CLAS activities
  - Student clubs/organizations and campus departments putting on programs specifically and primarily for the residents of the hall/complex, which are open to and benefit all residents of the hall/complex

Events for which there are fees

- Individuals and organizations using residence hall and/or undergraduate apartment public area space for events that do not fit in the categories above (“Events for which there are not fees”) will be required to pay fees for their use of this space (see below)
  - Usage subject to approval by the Lead Staff/Administrative Services Coordinator of the building and/or UCSB Conference & Hospitality Services
  - Reservation requests must be submitted through the online Room Request Form

Fees

- UCSB Campus Departments and Organizations
  - All facilities (except Santa Catalina Linda Vista Room & Loma Pelona Center)
    - $45 for the first 4 hours
    - $10 for each additional hour
  - Santa Catalina Linda Vista Room
    - $150 for the first 4 hours
    - $30 for each additional hour
- Off-Campus Users
  - All facilities (except Santa Catalina Linda Vista Room & Loma Pelona Center)
    - $110 for the first 4 hours
    - $15 for each additional hour
  - Santa Catalina Linda Vista Room
    - $550 for the first 4 hours
    - $85 for each additional hour

Reservation Rules and Timelines

- Reservations are made on a first come, first serve basis, at least five business days, but no more than nine months, in advance
- No reservations can be made during study week and finals week
- The main lounge, rec room, and classroom of a particular building cannot all be booked at the same time. At least one of these spaces must be free for resident drop-in use.

Event Rules

- Non H&RS recurring meetings (more than once per quarter) and private parties and not allowed.
- Housing staff (e.g, RDs/ARs/CCs/ACCs) must be allowed to monitor the space and activities at any time.
• When making a reservation, allow for set-up and clean-up time if you need it; you may not be able to enter the room early or stay later if you do not do so.
• Furniture must be returned to its original standard setup at the end of an event.
• If necessary, additional furniture may be ordered through Central Stores; however you must ensure its removal by the end of your reservation time.
• Only blue painter’s tape may be used to affix decorations to walls and windows. Windows cannot be completely covered by decorations. Nothing may be hung from or affixed to the ceiling. Use of a ladder or stepladder to hang decorations, or for any other purpose, is not permitted.
• Users will be charged for any lost equipment or damages requiring repairs, replacement, and/or cleaning.
• Special Events Catering, UCen Catering, and The Club have exclusive authority for providing all catered meals and food services in UCSB facilities. Special Events Catering has first right of refusal for all events in these facilities. Users may provide light refreshments for meetings or potlucks with prior approval and in accordance with “Food Services Interim Policy 6005” (http://www.policy.ucsb.edu/policies/policy-docs/food.pdf).
• Alcohol is NOT permitted.
• Amplified music is NOT allowed during quiet hours
  o Residence halls: after 10:00pm Sun-Thu, after 1:00am Fri-Sat
  o Undergraduate apartments: after 10:00pm Sun-Thu, after 11:00p Fri-Sat
• Users must follow all campus parking regulations and purchase “pay & display” permits from Parking Services machines if needed: http://www.tps.ucsb.edu/visitorInfo.aspx (click on “Short Term Parking”).
• Admission cannot be charged for events, nor can anything be sold at the event. Money cannot be collected as a fundraiser.
• Cancellations must be made at least 3 days in advance of the event or the group will be charged a $50 cancellation fee.