

# Facilities Rental at GPS

The primary purpose of the GPS facilities is for instruction; however, space is available for recharge. Please contact Student Affairs at (858) 822-7771 to inquire about space rental.



## ROBINSON AUDITORIUM

Max Seating: 304  
Furniture: Fixed theater seating  
Rates: \$250.00 per day



## GARDNER ROOM

Max Seating: 64  
Furniture: Fixed theater seating  
Rates: \$200.00 per day



## SEMINAR ROOMS (1201, 1301, 1401)

Max Seating: 20  
Furniture: Fixed u-table/chairs  
Rates: \$50.00 per day



## SEMINAR ROOMS (1328, 1428)

Max Seating: 16  
Furniture: Fixed u-table/chairs  
Rates: \$50.00 per day



## CLASSROOM 3201

Max Seating: 81  
Furniture: Fixed theater seating  
Rates: \$150.00 per day



## CLASSROOM 3202

Max Seating: 62  
Furniture: Fixed theater seating  
Rates: \$150.00 per day



## CLASSROOM 3203

Max Seating: 50  
Furniture: Moveable tables and seating  
Rates: \$150.00 per day

## RESERVATION STATUS

Reservations are tentative until a recharge number is received by any non-GPS department. Please make your reservation at least one week prior to your event. GPS does not reserve space or rent rooms for undergraduate events, organizations or off campus events held by undergraduate students. For undergraduate events and room reservations, please see your undergraduate advisor.

## DEPARTMENT USE

Reservations are for your department-related activity. This reservation is non-transferable and we do not allow departments or UC San Diego employees to make reservations on behalf of an outside organization. All charges must be processed through your department index number.

## FACILITY USAGE AND CLEAN-UP

You must restore the facilities to its original condition as when first arrived. You and your group may not make alterations of, place, or attach any fixtures, signs or equipment in or around in the meeting spaces. User will be responsible for any damage to the facilities. Failure to leave the facility in good order may result in additional charges or denial of future usage. Caterers should remove equipment before the user group leaves. You or your group are responsible for the behavior of your guests. Children must not be allowed to run in or around the building or in the courtyard.

## FACILITY MONITORS

Facility manager will open and close the facilities, and provide limited services for standard setup and clean-up and trash removal on the weekdays only. For events that are held on the weekends, it is your responsibility to obtain a key for the room(s) that you will be occupying 24 hours prior to the event. It is also your responsibility to make sure the doors are securely locked at the end of your event. In the event that a key is issued during a weekend event, you will be required to return the key the following business day to room 1216 in the Robinson Building Complex. Keys that are not returned will be charged a \$15.00 key replacement fee.

## FURNITURE USAGE

Limited furniture is available and included in the rental fees. Certain furniture items, including sofas, chairs and other items cannot be removed from the lobby and lounge areas.

## ALCOHOL USE

Users must adhere to campus policy (PPM510-1). A UC San Diego Use of Alcohol and/or Malt Beverages Approval Form must be fully completed, submitted and returned to GPS three weeks before the event. It is your responsibility to submit the form to the UC San Diego Police Department for final approval and a faxed copy will be sent to the contact at GPS. Failure to obtain final approval from the Police Department will result in your group not being able to provide alcohol at your event.

## AUDIO/VISUAL EQUIPMENT

We maintain a limited inventory of audiovisual equipment. Your department is responsible for any loss or damage to audiovisual equipment. Should you need equipment that we do not carry in our inventory, contact UC San Diego Media Services (extension 45784).

## CATERING & FOOD SERVICE

UC San Diego Catering (extension 43688) has exclusive catering rights to the meeting spaces at GPS. We do not allow any other caterers to provide service in our facilities and we do not allow departments to bring in their own food/beverage.

## PARKING

The closest available parking is located at Pangea and Hopkins parking structures. Parking is free on Saturdays and Sundays. On weekdays, there is a fee of \$8 to park in the parking structure.

## CANCELLATION

A cancellation fee of \$50 for the seminar meeting rooms, \$75 for 3201, 3202 and 3203, \$100 for the Gardener room and \$150 for the Auditorium will be charged for cancellations made with less than 48 hours.