

ASUCD Room Reservation Agreement:

*Please regard the following pages of rate information and budgeting options. This cover form needs to be signed and completed along with the Room Reservation Form and turned into SGAO at least **2 weeks** before the reservation.*

Dollar Amount of Room Reservation	Account and subaccount Number to be charged or Senate Bill #
\$	

Signature of Unit Director, Senator, etc.

Date

SGAO OFFICE MANAGER AND ASUCD CONTROLLER ONLY PORTION:

SGAO Office Manager verified dollar amount of room reservation: _____

Signature of ASUCD Controller

Date

Date Room Reservation was officially placed: _____

ATTENTION: Room reservations need to be budgeted for properly. Please regard the following document and observe the following rates as well as options for budgeting:

Academic Space/Classrooms										
A \$10 reservation per room per day will be charged to ALL users for events when no fees are charged or money collected. If fees are charged or money collected, a \$45 per room per day reservation fee charged.										
ALUMNI CENTER										
Registered Student Organization/Campus Departments	1-4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	11 hrs	12 hrs	Hourly
AGR	\$275	\$350	\$350	\$350	\$350	\$425	\$425	\$425	\$425	N/A
Founders	\$100	\$135	\$135	\$135	\$135	\$170	\$170	\$170	\$170	N/A
Allewelt/West/Block CA Conference Rooms	\$40	\$65	\$65	\$65	\$105	\$115	\$115	\$115	\$115	N/A
Patio (includes set up/take down)	\$140	\$175	\$210	\$245	\$280	\$315	\$350	\$385	\$420	\$35
Lobby (includes set up/take down)	\$140	\$175	\$210	\$245	\$280	\$315	\$350	\$385	\$420	\$35
Library (reserved w/ room)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Kitchen	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	N/A
ARC CONFERENCE CENTER										
** Hourly rates include minimum labor required for event space rental. Actual cost may vary depending on event labor needs**										
Registered Student Organizations	1-4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	11 hrs	12 hrs	Hourly
Ballroom A & B	\$332	\$382	\$432	\$482	\$532	\$582	\$632	\$682	\$732	\$50
Ballroom A	\$260	\$300	\$340	\$380	\$420	\$460	\$500	\$540	\$580	\$40
Ballroom B	\$208	\$238	\$268	\$298	\$328	\$358	\$388	\$418	\$448	\$30
Meeting room use beyond 4 free hours per wk	N/C	\$10	\$30	\$50	\$70	\$90	\$110	\$130	\$150	\$10
* \$10/hour after 1st four free hours per week. For Special Events 4 hrs free only applies to one room.										
University Community	1-4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	11 hrs	12 hrs	Hourly
Ballroom A & B	\$575	\$660	\$745	\$830	\$915	\$1,000	\$1,085	\$1,170	\$1,255	\$85
Ballroom A	\$350	\$425	\$500	\$575	\$650	\$725	\$800	\$875	\$950	\$75
Ballroom B	\$300	\$375	\$450	\$525	\$600	\$675	\$750	\$825	\$900	\$75
Meeting Rooms	1-2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	Hourly
Meeting Room 1	\$75	\$90	\$105	\$120	\$135	\$150	\$165	\$180	\$195	\$15
Meeting Room 2	\$50	\$65	\$80	\$95	\$110	\$125	\$140	\$155	\$170	\$15
Meeting Room 3	\$50	\$65	\$80	\$95	\$110	\$125	\$140	\$155	\$170	\$15
** Setup costs for meeting rooms are based on actual labor costs										
UC DAVIS CONFERENCE CENTER										
** Hourly rates include minimum labor required for event space rental. Actual cost may vary depending on event labor needs**										
Registered Student Organizations	1-4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	11 hrs	12 hrs	Hourly
Full Facility	\$550	\$622	\$694	\$766	\$838	\$910	\$982	\$1,054	\$1,126	\$72
Full Ballroom	\$430	\$490	\$550	\$610	\$670	\$730	\$790	\$850	\$910	\$60
Ballroom A & B or B & C	\$260	\$300	\$340	\$380	\$420	\$460	\$500	\$540	\$580	\$40
Ballroom A or B or C	\$208	\$238	\$268	\$298	\$328	\$358	\$388	\$418	\$448	\$30
Meeting Rooms	1-2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	Hourly
Conference Room A or B	\$50	\$70	\$90	\$110	\$130	\$150	\$170	\$190	\$210	\$20
University Community	1-4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	11 hrs	12 hrs	Hourly
Full Facility	\$860	\$957	\$1,054	\$1,151	\$1,248	\$1,345	\$1,442	\$1,539	\$1,636	\$97
Full Ballroom	\$575	\$660	\$745	\$830	\$915	\$1,000	\$1,085	\$1,170	\$1,255	\$85
Ballroom A & B or B & C	\$400	\$475	\$550	\$625	\$700	\$775	\$850	\$925	\$1,000	\$75
Ballroom A or B or C	\$300	\$375	\$450	\$525	\$600	\$675	\$750	\$825	\$900	\$75
Meeting Rooms	1-2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	Hourly
Conference Room A or B	\$65	\$90	\$115	\$140	\$165	\$190	\$215	\$240	\$265	\$25
** Setup costs for meeting rooms are based on actual labor costs										

PUTAH CREEK LODGE										
** Hourly rates include minimum labor required for event space rental. Actual cost may vary depending on event labor needs**										
Registered Student Organization	1-4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	11 hrs	12 hrs	Hourly
Putah Creek Lodge	\$200	\$230	\$260	\$290	\$320	\$350	\$380	\$410	\$440	\$30
University Community	1-4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	11 hrs	12 hrs	Hourly
Putah Creek Lodge	\$260	\$300	\$340	\$380	\$420	\$460	\$500	\$540	\$580	\$40

MEMORIAL UNION										
** Hourly rates include minimum labor required for event space rental. Actual cost may vary depending on event labor needs**										
Registered Student Organization	1-4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	11 hrs	12 hrs	Hourly
MU II	\$140	\$155	\$170	\$185	\$200	\$215	\$230	\$245	\$260	\$15
Gunrock Pub	\$175	\$190	\$205	\$220	\$235	\$250	\$265	\$280	\$295	\$15
Meeting Rooms										
Smith, Fielder, Garrison, DeCarli, Lower 5*	N/C	\$10	\$20	\$30	\$40	\$50	\$60	\$70	\$80	\$10
* \$10/hour after 1st four free hours per week.										
University Community	1-4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	11 hrs	12 hrs	Hourly
MU II	\$250	\$300	\$350	\$400	\$450	\$500	\$550	\$600	\$650	\$50
Gunrock Pub	\$270	\$320	\$370	\$420	\$470	\$520	\$570	\$620	\$670	\$50
Meeting Rooms	1-2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	Hourly
Garrison, De Carli	\$50	\$65	\$80	\$95	\$110	\$125	\$140	\$155	\$170	\$15
Smith, Fielder, Lower 5	\$35	\$50	\$65	\$80	\$95	\$110	\$125	\$140	\$155	\$15

** Setup costs for meeting rooms are based on actual labor costs

PAVILION labor NOT included in rate	
Registered Student Organization	Daily Rate
Pavilion Arena	\$1,200
Main Floor	\$480
Upper Levels (East/West/North/South)	\$120
University Community	Daily Rate
Pavilion Arena	\$2,160
Main Floor	\$720
Upper Levels (East/West/North/South)	\$360

STUDENT COMMUNITY CENTER										
** Hourly rates include minimum labor required for event space rental. Actual cost may vary depending on event labor needs**										
Registered Student Organization	1-4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	11 hrs	12 hrs	Hourly
Multi-Purpose Room	\$140	\$155	\$170	\$185	\$200	\$215	\$230	\$245	\$260	\$15
Meeting Room A, B, D, E, C* (**)	N/C	\$10	\$20	\$30	\$40	\$50	\$60	\$70	\$80	\$10
* \$10/hour after 1st four free hours per week. For Special Events 4 hrs free only applies to one room.										
University Community	1 hr	2 hrs	3 hrs	4 hrs	5 hrs	6hrs	7 hrs	8 hrs	9 hrs	Hourly
Multi-Purpose Room	\$250	\$250	\$250	\$250	\$300	\$350	\$400	\$450	\$500	\$50
Meeting Rooms	1-2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	Hourly
Meeting Room D	\$75	\$105	\$135	\$165	\$195	\$225	\$255	\$285	\$325	\$30
Meeting Room E	\$50	\$65	\$80	\$95	\$110	\$125	\$140	\$155	\$170	\$15
Meeting Room A	\$35	\$50	\$65	\$80	\$95	\$110	\$125	\$140	\$155	\$15
Meeting Room B	\$35	\$50	\$65	\$80	\$95	\$110	\$125	\$140	\$155	\$15
Meeting Room C	\$35	\$50	\$65	\$80	\$95	\$110	\$125	\$140	\$155	\$15

** Setup costs for meeting rooms are based on actual labor costs

*Note: The MU Patio would be the same charges as the Fielder room

Sutter Square Galleria (Sacramento)		1-4 hrs.		4-8 hrs.						
UC Davis Departments and/or Registered Student Org.										
Rooms 200A, 201, 202, 203, 205, 206, 300, 301, 303, 305, 306	\$160	\$320								
Non-UC Affiliated Rate		Contact Ton Phan, tonphan@ucdavis.edu or 916/327-7075								
Rooms 200A, 201, 202, 203, 205, 206, 300, 301, 303, 305, 306	\$205	\$385								
WELCOME CENTER										
** Hourly rates include minimum labor required for event space rental. Actual cost may vary depending on event labor needs**										
University Community	1 hr	2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs
Full Facility	\$575	\$575	\$575	\$575	\$660	\$745	\$830	\$915	\$1,000	\$1,085
Presentation Room	\$350	\$350	\$350	\$350	\$425	\$500	\$575	\$650	\$725	\$800
Digital Lounge	\$350	\$350	\$350	\$350	\$425	\$500	\$575	\$650	\$725	\$800
Meeting Room 1	\$65	\$65	\$90	\$115	\$140	\$165	\$190	\$215	\$240	\$265
Meeting Room 2	\$65	\$65	\$90	\$115	\$140	\$165	\$190	\$215	\$240	\$265
Meeting Room 1 or 2 (with setup)	\$120	\$120	\$145	\$170	\$195	\$220	\$245	\$270	\$295	\$320
Meeting Room 1 & 2	\$130	\$130	\$180	\$230	\$280	\$330	\$380	\$430	\$480	\$530
Meeting Room 1 & 2 (with set up)	\$185	\$185	\$235	\$285	\$335	\$385	\$435	\$485	\$535	\$585
** Setup costs for meeting rooms are based on actual labor costs										
ATHLETIC FIELDS										
** hourly rates include minimum labor required for field rental. Actual cost may vary depending on event labor needs **										
Registered Student Organization*	1-2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	Hourly
Dairy Field	\$87	\$111	\$135	\$159	\$183	\$207	\$231	\$255	\$279	\$24
Hutch Field - ALL	\$60	\$72	\$84	\$96	\$108	\$120	\$132	\$144	\$156	\$12
North Hutch	\$40	\$52	\$64	\$76	\$88	\$100	\$112	\$124	\$136	\$12
South Hutch	\$40	\$52	\$64	\$76	\$88	\$100	\$112	\$124	\$136	\$12
Russell Field - ALL	\$87	\$111	\$135	\$159	\$183	\$207	\$231	\$255	\$279	\$24
Russell West	\$40	\$52	\$64	\$76	\$88	\$100	\$112	\$124	\$136	\$12
Russell Central	\$40	\$52	\$64	\$76	\$88	\$100	\$112	\$124	\$136	\$12
Russell East	\$40	\$52	\$64	\$76	\$88	\$100	\$112	\$124	\$136	\$12
Howard St. Field	\$40	\$52	\$64	\$76	\$88	\$100	\$112	\$124	\$136	\$12
A Street Field	\$40	\$52	\$64	\$76	\$88	\$100	\$112	\$124	\$136	\$12
University Community	1-2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	Hourly
Dairy Field	\$146	\$194	\$242	\$290	\$338	\$386	\$434	\$482	\$530	\$48
Hutch Field - ALL	\$100	\$135	\$170	\$205	\$240	\$275	\$310	\$345	\$380	\$35
North Hutch	\$75	\$110	\$145	\$180	\$215	\$250	\$285	\$320	\$355	\$35
South Hutch	\$75	\$110	\$145	\$180	\$215	\$250	\$285	\$320	\$355	\$35
Russell Field - ALL	\$146	\$194	\$242	\$290	\$338	\$386	\$434	\$482	\$530	\$48
Russell West	\$75	\$110	\$145	\$180	\$215	\$250	\$285	\$320	\$355	\$35
Russell Central	\$75	\$110	\$145	\$180	\$215	\$250	\$285	\$320	\$355	\$35
Russell East	\$75	\$110	\$145	\$180	\$215	\$250	\$285	\$320	\$355	\$35
Howard St. Field	\$75	\$110	\$145	\$180	\$215	\$250	\$285	\$320	\$355	\$35
A Street Field	\$75	\$110	\$145	\$180	\$215	\$250	\$285	\$320	\$355	\$35
Lights @ \$30/hour										

SGAO can make reservations on behalf of students in ASUCD. However, the SGAO budget lends itself to smaller reservations such as classrooms.

Registered Student Organizations can often place reservations for free. ASUCD is a Department, not a student organization so we are charged Department fees that often can make a simple reservation prohibitively costly.

A passed ASUCD Senate Bill can indicate a new budget to take from that is not the SGAO room reservation budget. I urge Unit Directors to look into also setting up room reservation budgets during their budget hearings if possible.

Please allow appropriate time to submit a room reservation. SGAO will not accept reservations made less than **two weeks** in advance anymore as we need sufficient time to look into costs, budgets, communicate with CES, and submit the room reservation.

Room Reservation Form

Event Title: _____

Event Type: _____

Event Date: _____

Event Time: _____

Event Contact Information

Name: _____

Phone: _____

Email: _____

Room Information

Room Requested (List top 3): 1. _____

2. _____

3. _____

Attendance: _____

Event Information

Will you collect money or charge to attend any portion of your event?

No, we will not collect money or charge to attend any part of our event.

Yes, check all that apply:

Donations

Dues

Registration

Ticket Sales

Other Sales (e.g. t-shirts, bake sale, etc. – be specific)

Describe: _____

*If yes, CSI approval: _____

Will you have a co-sponsor for your event?

- No
- Yes - On Campus Group:_____

- Yes - Off Campus Group:_____

Will your event be open to the public?

- No, this is a private event.
- Yes, this event is open to UC Davis students only.
- Yes, this event is open to the UC Davis community (faculty, staff, students).
- Yes, this event is open to the general public.

Will you be serving food/beverages?

- No
 - Yes
- *If yes, please check one of the following below:

- Buffet
- Full plated meal
- Light-refreshments only
- Other:_____

Catered by:

- Sodexo (*Please note that the Silo and Memorial Union are Sodexo only Facilities.)
- UC Davis Concessions
- Self-catered/potluck
- *Details:_____
- A registered off-campus caterer
- *Who:_____

Do you want to alter the standard room set up?

- No
 - Yes
- *If yes, set up fees will apply and additional time will need to be added to you reservation.

Are you having sound outdoors?

- No
- Yes - A permit is required. Please visit <http://ces.ucdavis.edu/forms/sound>.

*If yes to the following question, please select all that apply:

- DJ
- Lecturer/speaker
- Live music
- Recorded music

Will you offer Class Credit?

- No
- Yes

*If yes, whom will class credit be offered by?

- By UNEX
- By UCD Registrar

*If the registrar is offering credit, is the class listed in the course catalog?

- No
- Yes

By Other: _____

Will this event have non-UC Davis attendees under the age of 18?

- No
- Yes

Is dancing a component of the event?

- No
- Yes

Are you bringing any off-campus vendors onto campus for your event?

- No
- Yes

Will you serve alcohol at your event?

- No
- Yes

(*Note: Undergraduate groups are not permitted to serve alcohol, an alcohol permit is required.)

Do you plan to have zero waste receptacles for your catered event?

- No
- Yes

(*Please contact the facility manager listed on your permit to request zero waste receptacles. If your event is located at a building/room that does not have a facility manager on site, please contact the Facilities Manager at omcustomers@ad3.ucdavis.edu.)

Are you planning on having candles or any other open-flame devices at your event?

- No
- Yes

*If yes, please contact the UC Davis Fire Department to obtain a permit.

Are you having a product demonstration or vendor show?

- No
- Yes

*If yes, have you contacted Purchasing for approval of all vendors?

- No
- Yes

Is this event ticketed?

- No
- Yes

Do you need additional security at your event? (i.e. Aggie Hosts)

- No
- Yes

Do you have a cash flow in excess of \$2,500?

- No
- Yes

Do you require a cash escort from a UC Davis Peace Officer?

- No
- Yes

Will outside security or law enforcement be present at this event?

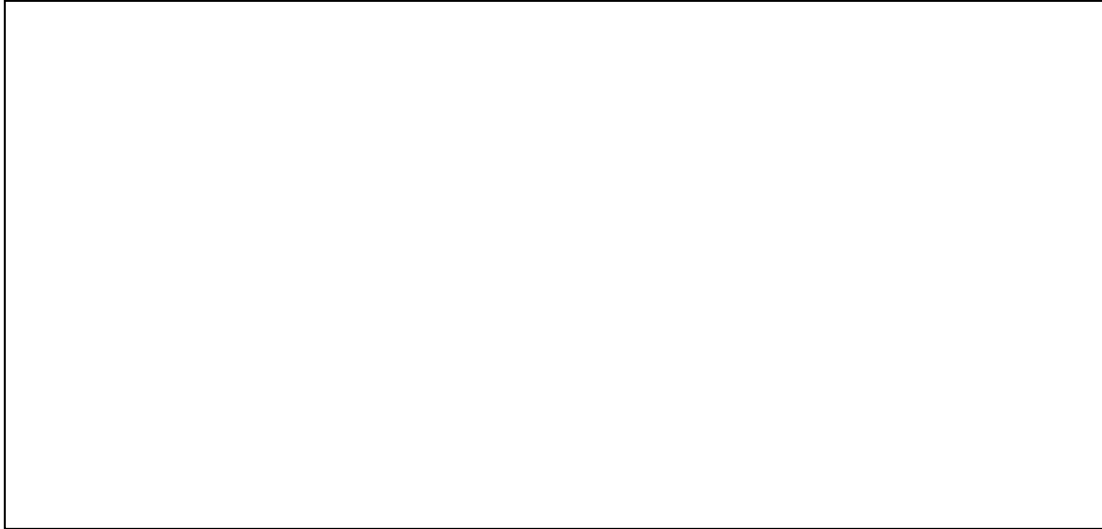
- No
- Yes

Are searches or bag inspections needed for event safety? (i.e. food, alcohol, weapons)

No

Yes

Special Requests and Exemptions

A large, empty rectangular box with a thin black border, intended for providing special requests and exemptions. The box is currently blank.