

Office of Public Events (805) 893-2117

Centennial House (40)

College of Letters & Science Provost's Office (805) 893-2145

Cheadle Hall Conference Room (18)

UCen Scheduling (805) 893-3961

Cliff House (100)

Events Center (5,842)

ALL rooms within the University Center

College of Engineering (805) 893-4802

Engineering/Science Building, Rooms available to departments only.

The Faculty Club (805) 893-3096

Faculty Club (100-200)

GSA Office (805) 893-3824

GSA Lounge (75)

Dramatic Arts Department (805) 893-3022

Hatlen Theatre (350)

College of Letters & Science Provost's Office (805) 893-2406

Humanities and Social Sciences Building Amphitheatre (150)

Housing, Dining and Auxiliary Enterprises (805) 893-3072

or reservations@housing.ucsb.edu

Loma Pelona Center (49-148)

Music Department (805) 893-3302

Lotte Lehmann Concert Hall (468) Generally not available to departments other than Music.

McCune Conference Room (120)

On-line reservation request form: www.ihc.ucsb.edu

For all Recreation facilities, including Recreation Center, Aquatics Complex, Robertson Gym, outdoor fields, contact Recreation Center Scheduling at (805) 893-2183.

For special arrangements to accommodate a disability, please contact Student Engagement and Leadership.

STUDENT ENGAGEMENT & LEADERSHIP
1104 & 2260 STUDENT RESOURCE BUILDING (SRB)
(805) 893-4569

UNIVERSITY OF CALIFORNIA
SANTA BARBARA, CA 93106-5010

UCSB

Campus Space Reservations Where, When, and How-To



What spaces can I reserve?

A complete list of spaces that can be scheduled through Student Engagement & Leadership are available in the general inventory at <https://tinyurl.com/space-reservations>. The list does not include departmentally-controlled rooms (see listings on the back page).

What do I need to know about reserving a space?

Possible fees are charged for the use of media in the each venue by campus Media Services. Charges may vary based on what is used.

Fees may also be incurred through the use of IV Theaters, Embarcadero Hall, Buchanan Halls, and Campbell Hall.

How do I reserve spaces listed in the general inventory?

Scheduling procedures vary depending on campus affiliation.

All scheduling forms can be submitted at

<https://tinyurl.com/EventRegIntroForm>.

Academic Departments

Submit the "Academic One-Time Room Requests" form through the above listed link.

Administrative and Non-Academic Departments

Submit the "[quarter, year] Student Engagement & Leadership" form through the above listed link.

Campus Organizations

An officer must submit the "[quarter, year] Student Engagement & Leadership" form through the above listed link.

Off-Campus Users with no Net ID

Contact SEAL directly at eventscheduling@sa.ucsb.edu.

When should I reserve a space listed in the general inventory?

All requests must be submitted **at least 10 business** days in advance. For campus orgs, off-campus users, and non-academic departments, spaces must be reserved for ALL events.

Academic Departments

Submit the form to reserve a space for academic events that happen outside of regularly scheduled class times. These may include:

- Review sessions or lectures not related to a specific academic course
- Meetings and special events
- All events on holidays, during quarter breaks, and on weekends*
- All events in Campbell Hall, Isla Vista Theaters, and Embarcadero Hall on Tues/Thurs after 2:00pm, and Mon/Wed/Fri after 3:00pm*

For regularly scheduled academic events, such as classes, exams, and lectures, **please contact the Office of the Registrar.**

*(except for academic events during finals week and "pre-instructional" days)

How do I reserve spaces NOT listed in the general inventory?

The reservation process will vary based on the department managing the space. Please contact the departments indicated for the spaces below to reserve them.

Alumni Association (805) 893-2957

Mosher Alumni House (25-120)

MultiCultural Center (80) 893-8411

MultiCultural Center (150) Reserved for events that promote cultural awareness and understanding.

College of Creative Studies (805) 893-5319

Old Little Theatre (100)

Housing & Residential Life (805) 893-3281

Residence Hall classrooms and lounge spaces

Student Resource Building (SRB) Information Center (805) 893-6076

Most rooms within the SRB. Individual departments have conference rooms and resource centers located within the SRB that are available for reservation; please check with them for their process.