



Facility Rental Information International House, UC San Diego

Please note: rates are subject to change

Facilities Rental Fee*:

	UCSD Organizations		Off-Campus Users	
	Half Day**	Full Day	Half Day**	Full Day
Great Hall (4000 sq. ft.)	\$700	\$900	\$2,500	\$3000
Asante Meeting Rooms				
<i>Asante 123 AD*** (1000 sq. ft.)</i>	\$80	\$140	\$200	\$350
<i>Asante 123 B (600 sq. ft.) or C (700 sq. ft.)</i>	\$70	\$120	\$175	\$300

* including setup and cleanup time

Non-Profit Organization rates on Page 2

**Half Day includes up to 4 hours

*** Asante Meeting Rooms A and D can only be rented together as Asante AD and can be divided into two smaller rooms upon request

Included Equipment

- Great Hall Furniture including lounge sofas
- Chairs (up to 230)
- Belly Bars / Cocktail Tables (up to 6)
- Piano
- 60" Round Tables (up to 22)
- 6' Rectangular Tables (up to 6)
- 5' Rectangular Tables (up to 4)

Room Capacity

Room capacity depends on the specific setup for your event. Here are some examples:

Setup	Max. Capacity
Lounge/Default Style	350
Banquet Style	200
Lecture Style	230

Great Hall Availability

Venue	Monday through Friday	Saturday and Sunday
Great Hall	8:00 a.m. to 10:00 p.m.	
Asante Rooms	6:00 p.m. to 10:00 p.m.	8:00 a.m. to 10:00 p.m.



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Additional Special Rates:

ERC, ERC Student Orgs, ERC and I-House RAs

Venue	Fees
Great Hall	\$30/hour (for labor fees)
Asante Classrooms	Free
Asante Classrooms with special setup	\$30/hour (for labor fees)

Off-Campus Non-Profit Organizations

(50% discount of Off-Campus User Rates)

Venue	Fees
Great Hall Half Day	\$1,250
Great Hall Full Day	\$1,500
Asante Classrooms	50% off regular rates

A/V Package Rentals

Package	UCSD Organizations		Off-Campus Users and Non-Profits
	Half Day	Full Day	Half Day / Full Day
Built-In House Package			
Includes use of our custom Christie Digital projector and retractable 146" x 260" screen with access to computer connection from both the lectern and audiovisual rack. Also includes use of Blu-ray player and speaker system as well as remote access to PowerPoint presentations.	\$100	\$200	included

Individual Rentals

Equipment	UCSD Organizations	Off-Campus Users and Non-Profits
Other Event Essentials		
Dance Floor (largest dance setup: 16'x20')		\$150
Stage (up to 9 panels, 4'x3' panels)		\$150
Lectern & Gooseneck Microphone		\$50
Use of Asante Terrace		\$25
Easels (per item up to 6)		\$10
Laptop		\$25
Piano		\$75
Audio		
Stereo System (Mixer, 2 Speakers)	\$25	included
Additional Microphone Stand (3)	\$4	included
Additional Table Microphone Stand (3)	\$4	included
Microphone Clip-on Wireless (1)	\$12	included
Microphone Handheld Wireless (3)	\$12	included

Policy Notes-

- User is responsible for set-up, operation and maintenance of any out-sourced equipment/materials brought into the Great Hall.
- The International House-provided Facility Monitor(s) will set-up, break down and oversee use of all I-House equipment.
- Equipment only available for use in the designated International House Meeting spaces.
- An accurate equipment order should be made at the time of reservation, or two weeks prior to event.
- Replacement cost for equipment that is lost or damaged will be charged to the user.
- Piano tuned twice a year. Additional tuning at user's expense. Four week advance notice required.
- Equipment may not be accessible at all times. Availability and rates subject to change.
- For additional equipment or services, contact UCSD Media Services 858-534-5784.
- Use of a dance floor is required for all events that involve dancing.
- UCSD Catering is the sole provider of all food and non-alcoholic beverage to Great Hall events. Contact Molly Phelps at 858-534-3688 or catering.ucsd.edu for more information.
- Reservations cancelled within two weeks for Great Hall and 48 hours for Asante Classrooms subject to cancellation fees regardless of the user.
- All deposits and payments must be made by check, cash or UCSD index number. Credit Cards not accepted. Please make all checks payable to UC Regents.
- User is responsible for cleaning and vacating premises by closing time. If client departure time exceeds contracted end time, additional usage fees may be assessed.

Deposits and Damages-

- A recharge number or deposit of 50% of total fees and the signed Facility Usage Agreement are required to confirm any reservation.
- User is responsible for any damages to the facility, furniture or equipment.
- Replacement cost for equipment that is lost or damaged will be charged to the user.

For more information, reservations, or complete policy rules, please contact:

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