

Event Space Rental Information International House, UCSD

Please note: rates are subject to change
Updated 5/21/14

Great Hall:

Room Rental Fee*

Great Hall (4000 sq. ft.)	Half Day**	Full Day
Off-Campus Users	\$2,500	\$3,000
UCSD Organizations	\$700	\$900
ERC, ERC Student Orgs, ERC and I-House RAs	\$30/hour	
Off-Campus Non-Profit Organizations (proof of non-profit status required)	\$1,250	\$1,500

* including setup and cleanup time

**Half Day is considered 1-4 hours

**Full Day is considered anything above 4 hours

Included Equipment

- Chairs (up to 200, with 30 on reserve)
- High-Top Tables (up to 6)
- Piano
- 60" Round Tables (up to 22)
- 6' Rectangular Tables (up to 6)
- 5' Rectangular Tables (up to 6)

Room Capacity

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

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

Great Hall Availability

Venue	Monday through Friday	Saturday	Sunday
Great Hall	8:00 a.m. to 12:00 a.m.		

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A/V Package Rentals

Audio:

Package	UCSD Organizations		Off-Campus Users
	Half Day	Full Day	Half Day / Full Day
#1: Basic Sound Package			
*Includes use of state of the art sound system, up to two microphones, and use of either indoor or outdoor speakers.	\$50	\$100	included
#2: Deluxe Sound Package			
*Includes use of both indoor and outdoor sound systems with the ability to use between 2-4 microphones and 4-8 speakers.	\$100	\$200	included

Visual:

Package	UCSD Organizations		Off-Campus Users
	Half Day	Full Day	Half Day / Full Day
#1: Built-In House Package			
*Includes use of our custom Christie Digital projector and retractable 146"x260" screen with access to computer connection from both the lectern and audiovisual rack. Also includes use of Blu-ray player and remote access to PowerPoint presentations.	\$100	\$200	included
#2: Portable Indoor/Outdoor System Package			
*Includes use of portable projector and screen which can be set-up in multiple locations throughout the Great Hall and Asante Terrace.	\$100	\$200	included
#3: Deluxe Visual Package			
*Includes use of both the built in and portable visual systems.	\$150	\$250	included

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Individual Rentals

Equipment	UCSD Organizations	Off-Campus Users
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
Additional Speakers (4 little, 2 big)	\$5	included
Microphone Clip-on Wireless (1)	\$12	included
Microphone Handheld Wireless (3)	\$12	included
Video		
Large Portable LCD Projector (half-day/full-day)	\$100/\$200	included
Small Portable LCD Projector (half-day/full-day)	\$50/\$100	included
8x8 Tripod Screen	\$15	included
4x4 Tripod Screen	\$5	included

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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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