



Facility Rental Information
 International House, UC San Diego
 (Information subject to change)

Room Rental Fee* (All rates include set-up, event & break-down time)

	UCSD Dept. & Student Org		Off-Campus Users	
	0-4-Hours	4.5-8 Hours	0-4 Hours	4.5-8 Hours
Great Hall (4000 sq. ft.)	\$700	\$900	\$2,500	\$3000
\$200 per additional hour beyond 8-hours				
Asante Meeting Rooms				
<i>Asante 123 AD (1000 sq. ft.)</i>	\$80	\$140	\$200	\$350
<i>Asante 123 B (600 sq. ft.)</i>	\$70	\$120	\$175	\$300
<i>Asante 123 C (700 sq. ft.)</i>	\$70	\$120	\$175	\$300

Equipment Included w/ The Great Hall Rental

- Great Hall Couches
- Chairs (up to 200)
- 6-36" Belly Bars Tables
- 22-60" Round Tables
- 6-6' Rectangular Tables
- 6-5' Rectangular Tables

Availability and usage of equipment are subject to change and may not be available at all times.

The Great Hall Capacity

Setup	Max. Capacity
Lounge/Default Style	250
Banquet Style	200
Lecture Style	200

Great Hall Availability

Venue	Monday through Friday	Saturday	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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A/V Package Rentals

Audio/Visual:

	UCSD Organizations		Off-Campus Users
	0-4 Hours	4.5-8 Hours	0-8 Hours
Built-in House Package			
*Includes use of Projector, Screen & Sound System			
	\$100	\$200	Included

Individual Rentals

Equipment	UCSD Organizations	Off-Campus Users
Other Event Essentials		
Stage (up to 9 panels, 4'x3' panels)		\$150
Lectern & Gooseneck Microphone		\$50
Clip-on wireless microphone (2 max)		\$12 each
Wireless handheld microphone (4 max)		\$12 each
Use of Asante East & West Terrace		\$25
Easels (6 max)		\$10 each
Laptop		\$25
Piano		\$75



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Policy Notes-

- Any additional items outsourced must be approved in writing by I-House
- Client and vendors are responsible for their own set-up, operation and maintenance of all outsourced equipment/materials brought into the Great Hall.
- The International House Event Assistants will set-up, break down and oversee use of only the I-House equipment.
- Equipment available for use only in the designated International House venue spaces.
- An event layout must be confirmed no later than four (4) weeks prior to event date.
- Piano tuned twice a year. Additional tuning at client's expense and requests must be made no later than four (4) weeks in advance from the event date.
- For additional equipment or services, contact I-House @ (858) 822-1791.
- UCSD Catering is the sole provider of all food and non-alcoholic beverage to events taking place in The Great Hall.
- **Contact UCSD Catering @ 858-534-3688 or catering.ucsd.edu for more information.**
- Reservations cancelled within two (2) weeks for Great Hall and 48 hours for Asante Classrooms subject to cancellation fees.
- All pre-payments and final-payments must be made by check, cash or UCSD index Number. Please make all checks payable to UC Regents. Credit cards are not accepted.
- Client is responsible for cleaning and vacating premises by their contracted end time. If client departure time exceeds contracted end time, additional usage fees will be assessed.

Deposits and Damages-

- A valid recharge number or pre-payment of 50% of the total rental fees in addition to the signed Facility Usage Agreement are required to contract any reservation.
- Client is responsible for any damages to the facility, furniture or equipment made by themselves or their guests.
- Replacement cost for equipment that is lost or damaged by the client or their guests will be charged to the client.

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

International House, UCSD
9500 Gilman Drive, 0550
La Jolla, CA 92093

Web: ihouse.ucsd.edu/facilities
Phone: 858-822-1791
Fax: 858-534-0550
E-mail: ihouseevents@ucsd.edu