

Event Space Rental Information

Please note: rates are subject to change

Updated 18/02/22

UC San Diego

INTERNATIONAL HOUSE

Great Hall:

Room Rental Fee*

Great Hall (4000 sq. ft.)	Half Day**	Full Day
UCSD Departments, Organizations & Student Organizations	\$800*	\$1,000*
Off-Campus Users	\$3,100	\$3,750
Off-Campus Non-Profit Organizations (proof of non-profit status required)	\$2,790	\$3,375

Asante Meeting Rooms	UCSD Dept. & Student Org		Off-Campus Users	
	Half Day**	Full Day	Half Day	Full Day
Asante 123 AD (1000 sq. ft.)	\$80	\$140	\$200	\$350
Asante 123 B (600 sq. ft.)	\$70	\$120	\$175	\$300
Asante 123 C (700 sq. ft.)	\$70	\$120	\$175	\$300

*including setup and cleanup time

**Half Day is 1-4 hours

**Full Day is 4-8 hours

Additional Hours: \$200/Hr.

Included Equipment

- Chairs (up to 200, with 20 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 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:

Package	UCSD Organizations		Off-Campus Users
	Half Day	Full Day	Half Day / Full Day
Basic Sound Package			
*Includes use of state-of-the-art sound system, up to two microphones, and use of speakers. Includes the lectern plus the gooseneck microphone.	\$100	\$150	Included

Visual:

Package	UCSD Organizations		Off-Campus Users
	Half Day	Full Day	Half Day / Full Day
Built-In House Package			
*Includes use of our custom Christie Digital projector and retractable 146"x260" screen with access to computer connection from the lectern. Also includes access to PowerPoint presentations.	\$100	\$150	Included

Individual Rentals

Equipment	UCSD Organizations	Off-Campus Users
Other Event Essentials		
Stage (up to 8 panels, 4'x3' panels)		\$150
Use of Asante Terrace (East & West)		\$100
Easels (per item up to 6)		\$10
Laptop		\$25
Piano		\$75
Audio		
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

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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 Event Assistant(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 UCSD Catering at 858-534-3688 or catering.ucsd.edu for more information.
- Reservations cancelled within 30 days for Great Hall and 48 hours for Asante Classrooms will result in forfeiture of all monies paid to date + will be responsible for all monies due.
- All deposits and payments must be made by check, cash or UCSD chart of account number. 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 chart of account 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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