

# Event Space Rental Information

## International House, UCSD

*Please note: rates are subject to change*

Updated 2/26/19

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### Great Hall:

#### Room Rental Fee\*

Great Hall (4000 sq. ft.)	Half Day**	Full Day
Off-Campus Users	\$2,500	\$3,750
UCSD Organizations & UCSD Student Orgs.	\$800	\$1,000
Off-Campus Non-Profit Organizations (proof of non-profit status required)	\$2,250	\$3,375

\* including setup and cleanup time

\*\*Half Day is 1-4 hours

\*\*Full Day is 4-8 hours

#### 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 11:00 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
<b>#1: Basic Sound Package</b>			
*Includes use of state of the art sound system, up to two microphones, and use of <b>either</b> indoor <b>or</b> outdoor speakers.	\$50	\$100	included
<b>#2: Deluxe Sound Package</b>			
*Includes use of <b>both</b> indoor <b>and</b> 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
<b>#1: Built-In House Package</b>			
*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
<b>#2: Portable Indoor/Outdoor System Package</b>			
*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
<b>#3: Deluxe Visual Package</b>			
*Includes use of <b>both</b> the built in <b>and</b> portable visual systems.	\$150	\$250	included

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### Individual Rentals

Equipment	UCSD Organizations	Off-Campus Users
<b>Other Event Essentials</b>		
Stage (up to 8 panels, 4'x3' panels)		\$150
Lectern & Gooseneck Microphone		\$50
Use of Asante Terrace		\$100
Easels (per item up to 6)		\$10
Laptop		\$25
Piano		\$75
<b>Audio</b>		
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
<b>Video</b>		
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 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](http://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 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:*

**Barbara Ramsey**  
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