

# EOP Room Use Request Form

## Group Information

### General Guidelines:

EOP facilities can be reserved excluding the first week (first 5 days of instruction), dead week and finals week for meetings and/or educational programming only (e.g., programs, films, lectures, group socials, receptions, and retreats). Overnight events and other such activities not associated to the well-being and academic environment of the campus community are not permitted. In order to meet needs and demands of all student organizations, recurring weekly reservations will be limited to TWO hours per organization.

EOP Does not provide after-hours (after 6pm on Fridays and weekends) staffing. Approval for after-hours requests for EOP spaces will not be granted unless the same event has already been approved for SRB spaces.

Priority reservations will be given to student organizations affiliated with the respective Cultural Resource Center.

**Completion of this form does not guarantee a reservation. Submit this form in person to the EOP front desk. We will notify you regarding the status of your request via email.**

Organization/Department: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

My Organization is:  OSL Student Group  UCSB Campus Department  Off-Campus Organization

Requestor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Email Address (Umail address for students): \_\_\_\_\_

Requested Day(s) & Date(s): \_\_\_\_\_

Hour(s): \_\_\_\_\_ to \_\_\_\_\_ **NOTE: Cultural Resource Centers may not be reserved Monday – Friday 1pm – 5pm.**

EOP Facilities (please rank your group's preference with 1 being your first choice)

### **Student Resource Building CRCs** (Monday – Thursday, 8:00am – 12:00am and Friday, 8:00am – 6:00pm):

- \_\_\_ African diasporic Cultural Resource Center – AdCRC (Room 1107) (Capacity 40)
- \_\_\_ American Indian Cultural Resource Center – AICRC (Room 1219) (Capacity 40)
- \_\_\_ Asian Resource Center – ARC (Room 1105) (Capacity 40)
- \_\_\_ Chican@/Latin@ Cultural Resource Center – CLCRC (Room 1108) (Capacity 40)
- \_\_\_ Middle Eastern Resource Center – MERC (Room 1106) (Capacity 40)

\_\_\_ **EOP Conference** (Room 2228) (Monday – Thursday, 8:00am – 12:00am and Friday, 8:00am – 6:00pm) (Capacity 20)

### **Building 406** (Monday – Thursday, 8:00am – 8:00pm and Friday, 8:00am – 5:00pm):

- \_\_\_ El Centro de Arnulfo Casillas (Activity Room) (Capacity 49)
- \_\_\_ 1<sup>st</sup> floor Conference Room (Capacity 18)
- \_\_\_ 2<sup>nd</sup> floor Conference Room (Room 216) (Monday – Thursday, 6:00pm – 12:00am) (**MUST CHECKOUT KEY**)\* (Capacity 35)

Briefly explain your order of preference or need for more than one room (if requesting multiple rooms):

\_\_\_\_\_  
\_\_\_\_\_ (over)

Event Details

Event Type:

- Meeting
- Speaker
- Conference
- Other: \_\_\_\_\_
- Fundraiser
- Special Event

Recurrence:

- One Time
- Weekly- M T W Th F (please circle)
- Biweekly- M T W Th F (please circle)
- Monthly

Expected Attendance: \_\_\_\_ - \_\_\_\_

Will food be served?  YES  NO

If yes, what?

\_\_\_\_\_

Reservation Agreement

I have read and understand the General Guidelines (above) and acknowledge that I am responsible for ensuring the room(s) is left in its original setup, and for any damages to or loss of the rooms' property. If inadvertent damage occurs, I will notify the EOP Office.

Signature: \_\_\_\_\_

*Signing this document signifies agreement to abide by the rules and regulations stated above for all requested EOP Facilities.*

**NOTE: Reservations forms must be submitted in person to the EOP Front desk. Reservation forms will not be accepted via email.**

EOP Administrative Office Use Only

Approved as is

Approved with the following conditions/comments/changes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Not Approved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EOP Staff: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Confirmation email sent: \_\_\_\_\_ (date)       Received confirming email: \_\_\_\_\_ (date)

***\*The key for the El Centro (Building 406) 2<sup>nd</sup> floor conference room can be checked out the morning of the event and must be promptly returned the next business day by 12pm.***