EVENT/ROOM RESERVATION GUIDELINES

The Sixth College Office of Residential Life has several spaces that may be reserved for use:
Generally, they are:
- The Lodge (Sixth College Apartments)
- The Lodge Quad
- The Dogg House (Sixth College Residence Halls)
- The Dogg House Quad

All of these facilities are wheelchair accessible, with the exception of the 2nd floor of the Lodge. Should specific accommodation be needed to enable access and participation, please contact the Sixth College Office of Residential Life before making a reservation.

AFFILIATES/NON-AFFILIATES
Because the residents of Sixth College pay for the use and maintenance of our common facilities, priority will be given to Sixth College Office of Residential Life, including its Resident Assistants, and the residents of Sixth College.

The following entities are considered “affiliates,” and will not be charged for the use of Sixth Residential Life facilities:
- Sixth College Administration;
- Officially registered Sixth College organizations, including Sixth College Student Council

All other groups are considered “non-affiliates,” and will be charged $35.00 (0-4 hours), $50.00 (4-8 hours), or $65 (8-12 hours) per event per day. No reservation may extend more than twelve (12) hours. Additional charges may apply for damages and/or extra clean-up that result from individuals / groups reserving the space. Please see “Facility Usage Policies” for complete details.
FACILITY USAGE POLICIES

1. All reservations are tentative until officially approved via email from a professional staff member in the Sixth College Office of Residential Life. Please note that the Sixth College Office of Residential Life reserves the right to make modifications to your reservation, including time and room, for Sixth Residential Life programming purposes.

2. Use of Sixth College Office of Residential Life facilities requires adherence to all University policies.

3. Principal members of groups reserving spaces are responsible for the behavior of their guests and members.

4. Cost for the facility covers the use of the room only. Additional charges may be applied for cleaning, damages, or restoring the space to its pre-event status (e.g., trash collected, floors swept, furniture returned to its configuration).

5. Users must empty trash cans and recycling containers following an event. There are dumpsters for both next to FoodWorx and in the Lot 406 cul-de-sac.

6. Users are responsible for bringing their own tables, chairs, or A/V equipment. No assistance will be provided with these items.

7. Events (including setup) may start no earlier than 8AM. Noise levels from events must end by 11PM (Sunday-Thursday) and 1AM (Friday-Saturday). A reasonable noise level must be maintained at all times.

8. KEYS: Keys can be obtained from the Sixth College Office for Residential Life, Building 1000; Monday-Friday 8AM-5PM. The Dogg House may be accessed using a key code obtained from the Sixth College Office for Residential Life at 858-822-5268, Monday-Friday 8AM-5PM.

9. Should an emergency situation arise during an event, call (858) 534-4357.

10. Security problems will be brought to the immediate attention of the UCSD Police, the Resident Dean, and/or Assistant Resident Deans. They reserve the right to terminate the event immediately and without notice.

SCHEDULING/RESERVATION AGREEMENTS

UCSD student organizations, staff, faculty, departments, and affiliates may schedule use of the Sixth College Office of Residential Life facilities by filling out an online form here: http://bit.ly/Ow3fgi.

With the exceptions of the Sixth College Office of Residential Life and the Sixth College Administration, the following are guidelines for scheduling reservations:

- Reservations cannot be made more than 2 weeks prior to the event.
• No organization may reserve a Sixth College Residential Life space more than three times per quarter without an exception made by the Sixth College Office of Residential Life.
• Reservations must be made at least two full business days prior to the event.
• At least two full business days notice is required for cancellation of a reservation. If your organization was charged for the space, your fee will be forfeit if you cancel outside of this period.
• For all guidelines, please see “Facility Usage Policies.”

Failure to meet these guidelines may result in revoked privileges to reserve space with the Sixth College Office of Residential Life.