



## **Facility Rental Process (Non-UC)**

### **❑ Checking availability**

The Facility Rental Office can hold an available desired date for up to two (2) weeks. Rental reservations are on a first-come, first-served basis. The Facility Rental Office can reserve dates up to 12 months in advance starting on the 1st of the month; for example, we begin reserving dates for June 2020 starting on June 1, 2019.

### **❑ To confirm the date—within 2 weeks of stating you would like to reserve:**

- ❑ Please mail a down payment check or money order for \$500 made payable to UC Regents, to:
  - UC Santa Cruz Coastal Science Campus
  - Seymour Center Facility Rentals
  - 100 McAllister Way
  - Santa Cruz, CA 95060
- ❑ Please submit a signed and completed UCSC Use Permit Application and Event Questionnaire, which should be sent to you via email.
- ❑ You will be sent a Policies and Procedures contract that includes your quoted price and security deposit. Please initial, sign, complete, and return the Policies and Procedures contract within 2 weeks of receipt.

### **❑ Due 60 days before your event date:**

- ❑ **Proof of membership**

Before you confirm, please see our website for more information on becoming a member. The minimum membership requirement is the “Individual” level at \$40 (\$35 for seniors or UCSC employees/Alumni Association members, \$20 for students).
- ❑ **Certificate of Insurance**

Once you have obtained insurance (information in your contract, and will be emailed to you), you will need to provide the Facility Rental Office with a Certificate of Insurance.
- ❑ **Catering and vendors**

Submit all event caterers and vendors, along with their proposed arrival/departure and pick-up/drop-off times, to the Facility Rental Office for approval.



❑ **Due 30 days prior to your event:**

❑ **Remaining balance**

After your down payment has been processed, you will receive an invoice via email for the remaining balance. The balance is due 30 days prior to your event date, paid IN FULL—not to be paid in increments unless given prior approval. Facility rentals are restricted to the Seymour Center’s members.

❑ **Gate access**

Provide how long you need the main gate to our Coastal Science Campus open for incoming vehicles. For questions on this, contact our Facility Rental Office.

❑ **Due two (2) weeks prior to your event:**

❑ **Refundable security deposit**

This security deposit is to be paid via credit card and is fully refundable less any fees incurred for client/clients’ staff and/or guests staying past rental times, and for any cleaning or repairs required following the event. The cost of the deposit is determined by the type of event. The refundable security deposit is up to \$1,500 for weddings (depending on guest numbers, catering, etc.). For other events, it depends on the guest count of the event and whether or not alcohol and/or food is served, but is a maximum of \$1,500.

❑ **Itinerary**

Provide a detailed itinerary of set-up, clean up, and event activities, including caterer and vendor arrival/departure and drop-off/pick-up times, for the Facility Rental Office to approve.

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**Planning for Your Event**

Please keep in mind that the Facility Rental Office is available to you as a resource for complying with the Seymour Center’s policies. Please keep the Facility Rental Office updated on major plans so they can:

- See if your plans can be accommodated
- Prevent short-notice event changes to your itinerary
- Be able to relay this information to other staff and volunteers so that they are all aware of your event

**If you have any questions, please contact the Facility Rental Office at 831-459-1578 or [seymourfacilityrentals@ucsc.edu](mailto:seymourfacilityrentals@ucsc.edu) and we will be happy to help!**