



Facility Rental Process (UC Hosted Events)

☐ 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:

- ☐ Please submit a signed and completed Event Questionnaire, which will be sent to you via email.
- ☐ You will be sent a Policies and Procedures contract that includes your quoted price and reservation date/times. Please initial, sign, complete, and return the Policies and Procedures contract within 2 weeks of receipt.
- ☐ Once your Event Questionnaire and Policies and Procedures contract are received, the Facility Rental Office will send you a recharge form with payment instructions via interdepartmental mail. The recharge form must be completed by the department's charge authorization with payment in full via FOAPAL, then sent back to the Facility Rental Office.

Reservation is confirmed upon receipt of Event Questionnaire, Policies and Procedures contract, and payment in full.

☐ Due 60 days before your event date:

☐ 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.

☐ 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:

☐ 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.

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 and we will be happy to help!

Become a member of the Seymour Center!

Extend your interaction with the Seymour Center beyond your event! Seymour Center members are invited to a wide variety of activities year round. Plus you will know that you are helping to care for our planet's most important asset—our oceans.

Every membership includes free admission for 12 months, discounts at our unique gift shop all year long, and e-newsletters with invitations to all of our offerings, including Science Sundays.

Membership in the Friends of the Seymour Marine Discovery Center supports our extraordinary education programs. From Science Sunday to Ocean Explorers, your support brings ocean science and conservation to every age and to every interest level.

The minimum membership requirement is the "Individual" level at \$35 for UCSC employees/Alumni Association members and \$20 for students (regularly \$40).

Join today: seymourcenter.ucsc.edu/get-involved/join