

2009-2010
The Cultural Center at Merrill
Reservations and Services FAQ

You have contacted us regarding your group reserving the Cultural Center at Merrill. In order to facilitate your reservation, here are some details about the process that your group will be responsible for, and some additional information you may find helpful.

We can put a tentative hold for a specific date for your group or unit for a period of only one week. The event must be fully confirmed with all details and paperwork completed and signed within that period. If confirmation is not accomplished within that time period, the tentative reservation will be deleted. In addition, the event confirmation and contract completion must be accomplished within two working days of event date/time.

For full confirmation it would be your group's responsibility to arrange the following:

- If a SOAR group, meet with your advisor to determine how your event adheres to the University Events policy. Your group must provide the facility manager with a SOAR event form signed by your advisor.
- You may need to hire Police security or clear with TAPS if the event is to be large, or if it will be advertised off campus. This often requires weeks of lead-time before the planned event date.
- Please select one contact person (group coordinator) from your group to the College, to avoid confusion within your group.
- The contact person needs to make an appointment with The Crown/Merrill Special Projects Coordinator to sign and exchange the various paperwork (SOAR Event form, College Reservation form, Event Client Agreement).
- You must provide an account # or "FOAPAL" from your unit or your staff/faculty advisor to which this College can recharge expenses. **We cannot recharge to "Contract or Grant FOAPALS.**

- Cost for using the Merrill Events Center for UCSC student groups not directly associated with either Crown or Merrill Colleges includes the following:

Non-student group reservation:	\$350.00	(Includes use of AV equipment)
Non-student reservation "Venue Only":	\$250.00	(Room only, no equipment use)
SOAR group or student coordinated event:	\$150.00	(Includes use of AV equipment)

Staff hourly wage \$15 per hour per person, Staff must be employed for any equipment use, also available for room set-up. College Audio-Visual equipment at the Cultural Center can only be operated by trained College staff.

Fees/Charge Policy

1. Fees and charges are non-negotiable and non-refundable for all events. These fees are used to cover the wages of our Events Crew and the cost of maintaining our facilities and equipment.
2. A clean-up fee of \$150 will be included to any group using the Cultural Center at Merrill that does not leave a facility in the same condition as it was found. Charges for damage and repair due to negligence, will be in addition to this fee, which include, but are not limited to: **\$150 for re-set, \$50 for sweeping, \$50 for Cultural Center stage cleaning.**

Co-Sponsorship for student events with either Crown or Merrill Colleges can be arranged with individual offices from those Colleges (ie: College Programs, Provost, Residential Office). **If your group secures co-sponsorship, that College Office is responsible for contacting and coordinating the event with the Facilities Manager, and must provide a senior staff person to attend and be responsible for the event.**

Our available equipment includes a powerful public address system and microphones suitable for anything from lectures to a full concert. We have CD, cassette, and FM capabilities through the PA. We have an LCD projector that can be hooked up to our DVD, or to a computer for presentations. We have a large screen built in at our stage, and a smaller portable screen. We have a modest but complete set of theatrical lighting with digital control.

To reserve the Cultural Center at Merrill, please send your email to bushnell@ucsc.edu and we ask that requests always be sent from a valid UCSC email address.

Thanks, and hope to hear from you soon!

Allen Bushnell
Special Projects Coordinator
Crown and Merrill Colleges