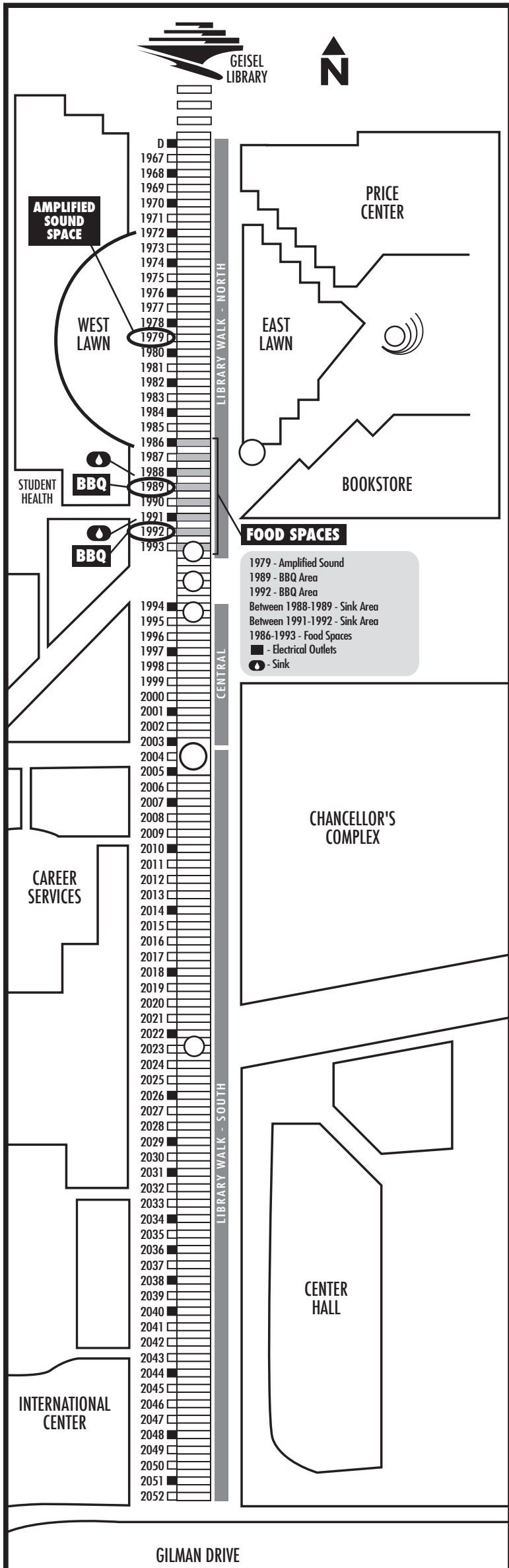


LIBRARY WALK - UCSD



Library Walk Use Policy and Procedures

The UCSD Library Walk must be reserved prior to any information table or event use. Before planning your table or event, please obtain a space reservation from the One Stop Desk, located on the level 3 of Price Center East. Contact 858-534-ROOM (7666) or onestop@ucsd.edu for more information.

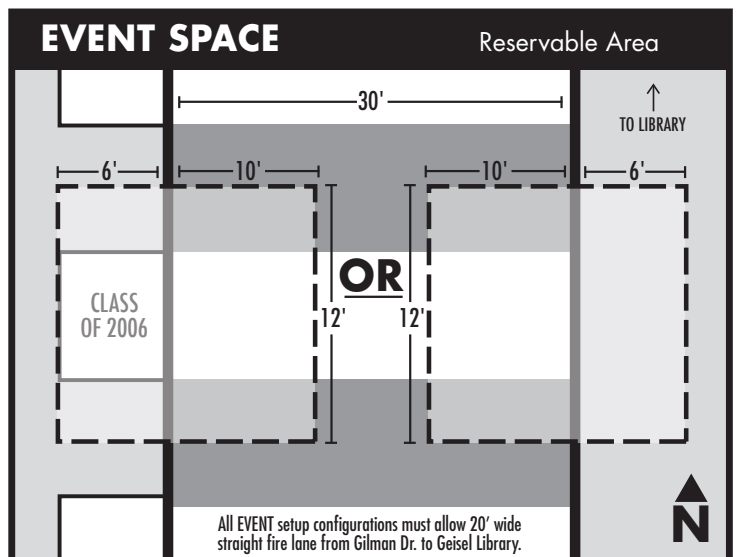
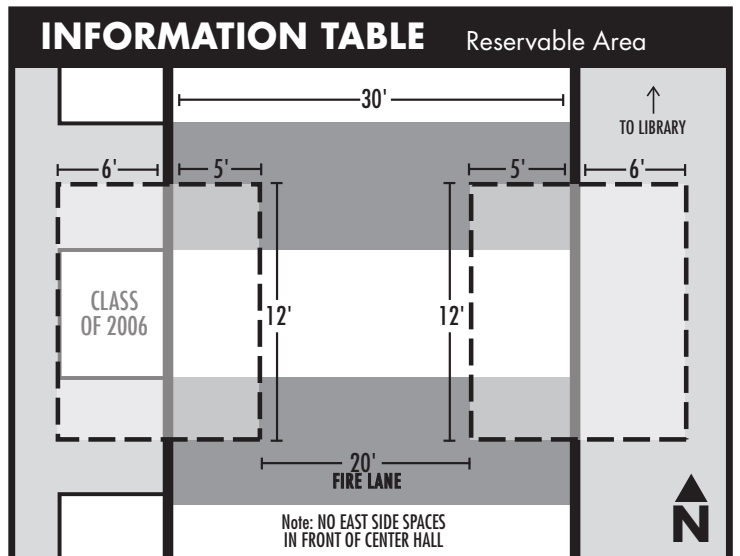
To reserve an INFORMATION TABLE SPACE:

1. Obtain a confirmed space reservation from One Stop (contact info above) at least ONE business day in advance. Remember to reserve a free 6' table if you need one, since quantities are limited. Please do not bring Price Center Plaza furniture to the Library Walk!
2. The attached map identifies all the available spaces on the Library Walk. Locate your space by matching the year number on your reservation with the year number on the map. Tables may be set up on the first 5' of either side of the walk (no east side tables in front of Center Hall).
3. If you reserved a table in advance, visit the Library Walk office on level 2 above Price Center Plaza, around the corner from Kaplan Services, on the day of your event with your reservation confirmation and UCSD I.D. to claim your table. The Library Walk attendant will hold your I.D. as a deposit until the table is returned.

NOTE: An INFORMATION TABLE is intended solely for the display of information upon the tabletop itself. If you need more display space or have needs such as amplified sound, food or ticket sales, you must reserve EVENT SPACE. Some examples of common events include: barbecues, booths, carnivals, concerts, fairs, festivals, food/drink, games, large displays, rallies, sales, sports, etc.

To Reserve an EVENT SPACE:

1. Obtain a tentative space reservation from Price Center Reservations more than 21 days prior to the start date of your event (should be longer if your event is large and/or complex).
2. The attached map identifies all the available spaces on the Library Walk. Locate your space(s) by matching the year numbers & space names on your reservation to those on the map.
3. Visit your CSI advisor and start an electronic TAP Form (Triton Activities Planner Form).
4. Plan all event logistics and details with your CSI Advisor and get approvals from all required campus departments (as directed by your Advisor) at least 14 days prior to the start date of your event setup. Make sure to include information about schedules, diagrams, technical equipment, performers, food & beverage, parking, and sales/fundraiser information.
5. After your CSI Advisor has reviewed all the details, and you have acquired all the necessary campus department approvals, she/he will give final approval for your event electronically (via the electronic TAP form). Now all you need to do is to have a successful event!



For more detailed information, please visit http://universitycenters.ucsd.edu/aboutus_policies_and_procedures.php and follow the link "Library Walk Usage Policies". The Library Walk is also subject to University Centers Reservations Policies, which can be found on the same page.