

Non-Affiliated / Off Campus Groups

Definition

Companies, groups or individuals requesting to reserve spaces for non-university related events. UC San Diego Faculty, staff, and students hosting personal/private events are also categorized as a non-affiliated group.

Available Spaces

- **Event & Meeting locations:** in Price Center, Student Center, and Student Services Center
- **Outdoor locations:** Town Square, Matthews Quad, the Hump, and Student Center Courtyard
- **Tabling location:** Library Walk

Submitting a Request

Reservations can be made between three (3) to six (6) weeks in advance. Unfortunately, because of the high demand by UC San Diego organizations and the time it takes to process payments and insurance, these are strict reservation deadlines.

If you are interested in hosting your event with University Centers – and it's within the reservation window of 3-6 weeks - please kindly email reservations@ucsd.edu with the following information:

- Organization Name:
- Event Name:
- Your Name:
- Your Email:
- Your Phone Number:
- Event Date(s):
- Event Start Time:
- Event End Time:
- Time you'd like to be in the room:
- Venue(s) Requested:
- Will you need Tech? Please describe basics:
- What setup would you like in the room(s):
- Will you be using catering?

Rates & Payment

Please see our [Reservation Rates](#) page for more details of daily space rental fees. Technical Services would be additional charges.

Payments for room charges are non-refundable. A 15% initial deposit is due within one month of the initial reservation request in order to confirm their reservation. The balance of all estimated charges is due no later than two (2) weeks prior to your event date. If reservations are made within one month, the balance of all estimated charges is due no later than two (2) weeks prior to your event date. Your reservation is subject to cancellation until payment is received. Payments can be online with a credit card or with an organizational/professional check. University Centers does not accept cash as a form of payment. Please make checks payable to "UC Regents". To ensure proper credit, reference the reservation ID number.

Insurance

Insurance is required to host an event on campus. A certificate of insurance providing a minimum of one million dollars in general liability insurance and one million dollars in automobile insurance (if company or commercial vehicles will be used) is required. In addition, a separate endorsement listing "The Regents of the University of California" as additionally insured is also required. The certificate must clearly state this information; otherwise, the certificate is unacceptable.

If you will be using any contractors or if you have exhibitors participating in your event, each company must provide a certificate of insurance and a separate endorsement with the requirements stated above. If the Host Organization is taking liability insurance responsibility for the exhibitors and companies participating in the program, the Host Organization must include in the Certificate of Insurance under Description of Operations the name of the event and indicate that their policy also covers the exhibitors and companies participating in the program.

Please ensure we receive all insurance certificates and endorsements no later than 2 weeks in advance of your event date. We reserve the right to cancel your event if proof of insurance is not provided.

Cancellation Policy

Must cancel at least 14 days before the date of the event. Failure to do so will result in the group/individual having to pay the full rental rate and other service charges on the reservation.

Parking

University Centers does not have any guaranteed customer or visitor parking. For the most accurate information regarding visitor and guest parking and to coordinate parking for your event, please visit the [UC San Diego Parking & Transportation Special Event Parking](#) website.

Catering

Catering services are available through [UC San Diego Catering](#). If you plan to have food & beverage, and the amount is less than \$350, you may now opt to use a [Price Center food outlet to cater your event](#). If the amount spent is equal to or greater than \$350, UC San Diego Catering maintains the first right of refusal. Please note that University Centers do not provide linens.

Information Tables

Tabling locations for off campus customers are located on Library Walk next to Price Center. The cost for each tabling space is \$300 a day. Each reservation comes with one six foot table and two chairs.

For more information on non-affiliate reservation policies, please see [University Centers Reservation Policies for Non-Affiliates](#).