

Bay Tree Conference Center Agreement

The Bay Tree Conference Center New User Form must be filled out completely and faxed to the Career Center to initiate the process of confirming a meeting room space, patio area, and audio-visual equipment needs.

Meeting Room Requirements

Conference rooms are scheduled on a first come first served basis.

Rooms are **not** to be used for academic instruction.

It is the responsibility of each group to return meeting room furniture to its original placement if moved during the course of your conference. A fee of \$23.50 per hour, minimum of one hour, will be charged to reset room furniture.

Career Center reserves the right to re-assign rooms if necessary.

Room Charges

Hourly room charges will apply to all reservations, except student initiated programming sponsored by a registered student organization **recognized by Student Organization Advising and Resources (SOAR)**. This exemption does not apply to media fees. All fees will be charged for NO-SHOWS.

Hours of Operation

Open 7 am - 10 pm daily. The Bay Tree Conference Rooms will close promptly at 10:00 pm nightly.

Cancellations

Room reservations **MAY NOT BE CANCELLED LESS THAN SEVEN DAYS** before the reservation date, and **ALL ROOM AND MEDIA CHARGES WILL APPLY**.

Unlocking of Rooms

Rooms will be unlocked by the custodial staff. Call 9-4444 or 9-3111 if you are locked out and the Career Center is closed.

Keys

The Career Center will issue keys for media equipment to approved users during regular business hours (9am-12pm & 1pm-4pm). Users will be responsible for locking up media equipment when done. Keys must be deposited in the key drop box at the Career Center. A \$60.00 fee will be charged for keys not returned within 24 hours.

Media Equipment

Media / audio-visual equipment must be reserved at the time a room reservation is made. Equipment is available on a first come, first served basis.

Career Center staff will provide very limited equipment support during our regular hours. You are advised to contract with Media Services in advance if you will need assistance in setting up and running equipment.

Damages

If the rooms/furniture/shades/white boards/AV equipment/carpets, etc are damaged, users will be responsible for the full cost of repair or replacement.

Catered Events

Food and beverages may be served as long as all areas are properly cleaned afterward. Users will be charged full cleaning fees if area is not restored to its original condition. Be sure to reserve enough time to allow for setup and breakdown by the caterers.

Smoking

The Bay Tree Conference Center is a non-smoking facility. Smoking is not permitted in rooms or on patios.

Other

All other rules and regulations governing the use of campus facilities apply to all rooms, patios and the Bay Tree building use.

Bay Tree Conference Center

New User Form

Contact Information

Name _____ Date _____

Title _____

Phone _____ Email _____

Unit, Dept.
Or College _____

User Affiliation

- Staff
- Faculty

Choose Login and Password

Login _____
(use your email name)

Password _____
(six characters, no spaces)

Reservation Fees Account Authorization

Please complete the following **required** FOAPAL information. This default FOAPAL will be used to recharge your unit for use of Bay Tree Conference Center unless an alternative FOAPAL is given at the time you request a reservation.

Recharge FOAPAL _____

FUND ORG ACTIVITY

Authorizing Signature Print Name Date

Fax the completed New User Form to:

Career Center
Bay Tree Bldg., 3rd Floor. Rm. 305
Fax: 459-4018
BTconference@ucsc.edu