

RESERVATION POLICIES

As part of its mission to promote humanities discourse on campus, the Townsend Center makes available its meeting rooms for humanities-related events such as lectures, research workshops, and colloquia. In keeping with the Center's academic and public mission, priority will be given to events in the following order:

- (1) Townsend Center meetings and events;
- (2) events co-sponsored or funded by the Townsend Center, or organized by other Departments in the Division of Arts and Humanities;
- (3) humanities-oriented events sponsored by other UC Berkeley departments.

PLEASE NOTE: The Center is not a complete conference facility and is generally unable to accommodate large-scale full day or multiple day events. **Facilities may not be used for stand-alone receptions.**

HOURS

The Geballe and Seminar rooms may be reserved Monday through Friday from 8:30am-5:00pm. After-hours or weekend events are decided on a case by case basis and are subject to additional guidelines and fees to cover staffing:

After-hours fee: \$100, Monday - Friday, any event that extends past 5:00 pm (including time for clean-up) regardless of what time the event begins

Weekend fee: \$150 per day on weekends

EVENT SET-UP AND COORDINATION

The event organizer is responsible for room set-up and clean-up. It is therefore important for the organizers to be on-site before the event begins to set up the room, greet guests, test the equipment, and make sure that all details related to your event are attended to. While we will do our best to have the rooms configured as desired for your event (ie. lecture, panel, or seminar style), schedules sometimes make it difficult to have chairs or equipment fully set up by the time you arrive.

REFRESHMENTS AND CATERING

Beginning in Spring 2008, the Townsend Center will generally not allow casually catered food or beverages to be served in the conference rooms or lobby. Exceptions will be considered for special events at which professional wait staff will be present to set up and serve food. (Please contact us for a list of pre-approved caterers.) A flat \$100 fee will be charged to cover any related cleaning expenses.

EQUIPMENT

One podium microphone and four table microphones are available for use with the Geballe Room free of charge. In most cases, the podium microphone will already be present, but please plan ahead as sound checks can be time-consuming.

Additionally, the Townsend Center has one LCD projector available for a flat rental fee of \$50, which should be requested at the same time as the room. Anyone wishing to screen a DVD should bring their own laptop. A VGA cable is provided, and a 1/2" sound input (for use with laptops, CD, or MP3 players) may be requested as well. *Please note: Mac users may need to bring your own VGA adapters (depending on your computer's model).* The entire Townsend Center now receives a strong AirBears (campus wi-fi) signal.

If you have not used our equipment before, please contact us in advance of your event to determine whether you will need to schedule an appointment to go over proper set-up and operating procedures. Technical support such as computer networking, video or audiotaping can be provided by Educational Technology Services (<http://ets.berkeley.edu>). *Technical staffing is not provided by the Center during scheduled events.*

DISABILITY ACCESS

Disability access to the Townsend Center is available via the corridor that leads from the Stephens Hall Archway through the Professional Development Program to the terrace outside the Center. Restrooms are accessible via elevator.

RESTRICTED AREAS

The Townsend Center administrative offices and the small balcony off the Geballe Room are restricted for staff use at all times.

Visitors are welcome to socialize on the terrace, however the terrace may not be reserved for stand-alone receptions, and Townsend Center furniture cannot be set up outside. Please note that the terrace is a non-smoking area, and that excessive noise can be distracting to our neighbors, so please be considerate of them. You are responsible for ensuring that your guests are respectful with regards to noise and smoking policies.

CLEAN UP

You are responsible for removing all trash from the premises. For after-hours and/or weekend events, you must arrange a special trash pick up at least one day prior to the event with Custodial Services (physicalplant.berkeley.edu). You may also bring the trash to the dumpster in the courtyard behind Stephens Hall (past the Ethnic Studies library). Groups that do not remove trash or leave an excessive mess will be charged a fee of up to \$50.

While the Center will always provide a staff member or work-study student to lock-up following an event, it is your responsibility to assure that the rooms are fully cleaned up.

CLEAN UP (continued)

If the event runs later in the day, you may be able to arrange to return the next day to complete the clean up, schedule permitting.

Unless you are given other instructions, please return all pieces of equipment to their appropriate places in the back closet in the Geballe Room (this includes microphone cords, which should hang neatly on the wall).

All tables and chairs should be returned to their original configuration. Because the lobby is a fire corridor, no tables or chairs should remain there. Chairs or tables should not be taken outside at any point.

Please remove any posted signs related to your event.

DAMAGES

The sponsoring department is responsible for any damage to equipment, building, and furnishings incurred during the event. All equipment must be in working order after your event. While your event may not be charged a rental fee (depending on the hours and circumstances) we require a chart string number in the event that damages occur.

CANCELLATION

If for any reason your event is cancelled, please notify us as soon as possible. Cancellations that are made less than 24 hours before an event will be subject to a \$50 fee.

HOW TO RESERVE

If you are interested in reserving the Townsend Center's meeting rooms, please fax a **Reservation Request Form** to (510) 643-5284 or mail to: Room Reservation Coordinator, 220 Stephens Hall MC 2340. Phone and email reservations will not be taken. In most cases, you will receive a response within 5-10 days. Your reservation is not finalized until you receive a confirmation notice.

Please note: In order to guarantee the availability of rooms for our own events, reservations for the Geballe Room and the Seminar Room may not be made more than 4 months in advance.