



Bay Tree Conference Center New User Agreement

The Bay Tree Conference Center New User Form must be filled out completely via DocuSign to initiate the process of confirming a meeting room space, patio area, and audio-visual equipment needs. Review all information before signing this agreement. The Bay Tree Conference Center is managed by Student Success & Equity within the Division of Student Affairs and Success. To review all user policies please click this [link](#). Contact BTConference@ucsc.edu if you have any questions.

Meeting Room Requirements

Conference rooms are scheduled on a first-come first served basis for UCSC staff and faculty only. Rooms cannot be booked more than 90 days in advance. Student groups must be sponsored by a registered staff unit within Student Organization Advising and Resources (SOAR)/SoMeCA and the Division of Student Affairs and Success. The Bay Tree Conference Center reserves the right to re-assign rooms if necessary.

Room Charges

The Bay Tree Conference Center charges all groups except registered Student Organizations with SOAR/SoMeCa/Student Media Reservations and units with the Division of Student Affairs and Success. This exemption does not apply to media equipment fees. All fees will be charged for no-shows, cleaning, and damages. Each group is responsible for returning meeting room furniture to its original placement if moved during your conference. A fee of \$23.50 per hour, a minimum of one hour, will be charged to reset room furniture.

Hours of Operation

The Bay Tree Conference Center is open 7 AM - 10 PM daily and is closed during Winter Curtailment and Academic Holidays. The Bay Tree Conference Rooms will close promptly at 10:00 pm each night. Rooms will be unlocked by the custodial staff. Email BTConference@ucsc.edu if you are locked out.

Cancellations

To cancel a reservation, you must email BTConference@ucsc.edu as soon as possible. Room reservations MAY NOT BE CANCELLED LESS THAN SEVEN DAYS before the reservation date. If the reservation is not canceled, ALL ROOM AND MEDIA CHARGES WILL APPLY.

Media Equipment

Media/audio-visual equipment is available in Cervantes & Velasquez only and must be reserved when a room reservation is made. Equipment is available on a first-come, first-served basis. You are advised to contract with Learning Technologies Services through ITS in advance if you need

assistance in setting up and running equipment. We regret we are not able to provide laptop adapters for use with our projector. If you own a Macbook and intend to use it with our media projector, please bring an appropriate adapter to connect to VGA and/or HDMI.

Catered Events

Food and beverages may be served as long as all areas are properly cleaned afterward. Do not leave food trash in the room. Dispose of trash at the loading dock behind the Bay Tree Building. If using catering services, please use an approved UCSC Caterer. Be sure to reserve enough time to allow for setup and breakdown by the caterers. Users will be charged a fee of \$23.50 per hour, a minimum of one hour if the area is not restored to its original condition.

Cleaning & Damages

Signs may not be posted on any painted surfaces, such as walls. You may post signs on doors the day of the event. If the rooms/furniture/shades/whiteboards/AV equipment/carpets, etc are damaged, users will be responsible for the full cost of repair or replacement.

To support the upkeep and cleanliness of the rooms, we ask for community support in documenting any issues. If upon arrival to the conference room, you notice that it is not clean (trash left in the room, surfaces left dirty, decor or flyers left hanging, etc) or there are any equipment damages, **please take photos of the conference room and email them to btconference@ucsc.edu**. The previous users of the room may be charged a \$23.50 per hour cleaning fee for not adhering to the conference room policies.

Campus Policies

The Bay Tree Conference Center is a non-smoking and tobacco-free facility. Smoking is not permitted in rooms, patios, or anywhere on the UCSC campus. All other rules and regulations governing the use of campus facilities apply to all rooms, patios, and the Bay Tree Conference Center. Policies can be reviewed at <https://policy.ucsc.edu/>

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Please use your UCSC email when filling out this form. The reservation forms and Google site are only accessible by UCSC-affiliated email accounts.

For student employees seeking reservation access: please complete the form below listing a *department email address*. If you do not have access to a departmental email, please contact your supervisor about gaining access. If your department does not have a department email address accessible by student employees, please ask your supervisor for assistance with making reservations.

Part 1: Contact Information

First & Last Name

Date

Position Title

Phone #

Unit/Department/College

UCSC and/or Department Email

Applicant Affiliation

Part 2: Additional Department Users

Please list the names and emails of any additional users from your Unit/Department you would like to add to the Conference Center site. These users will be charged via the provided FOAPAL information below.

First & Last Name

UCSC Email

Position Title

Affiliation

Part 3: Reservation Fees Account Authorization

Please complete the following required financial FOAPAL information. You will need approval from your Financial Contact to complete this form. This default FOAPAL will be used to recharge your unit for use of Bay Tree Conference Center in the event no other is given when making a reservation.

FUND

ORG

ACTIVITY

By signing this form I agree to the policies above and understand the expectations of using the Bay Tree Conference Center spaces.

New User Signature

Print

Date

Financial Contact Signature

Print

Date