

## UC SANTA BARBARA POLICY AND PROCEDURE

### Centennial House – Use of

Contact: Institutional Advancement

Updated: March 2015

Supersedes: Use of Centennial House, April 2007

## USE OF CENTENNIAL HOUSE

### I. INTRODUCTION

Centennial House was built by the UCSB Affiliates in honor of the University's centennial year and was given to The Regents in 1968. The house adjoins University House, and was designed primarily for events held for and by University Support Group organizations and to provide a non-institutional setting for University meetings and seminars.

### II. POLICY

#### A. Use

1. Suitability of a particular event for Centennial House shall be determined by the Office of the Vice-Chancellor-Institutional Advancement (VCIA).
2. Centennial House is intended primarily as a location for meetings between community and campus representatives, official campus events, and departmental seminars and meetings. Priority for use of the facility will be given to those campus departments and groups whose *primary purpose is working with the external campus community*, such as The UCSB Foundation, the UCSB Alumni Association, UCSB University Support Groups, *and for those meetings that include members of the external community*.
3. Centennial House may not be used as a regular meeting place for student organizations or campus departments or as a classroom for regularly scheduled classes, but may be used for one-time-only instructional events, with attendance limited to 50 persons.
4. Music, amplified or acoustic, is not permitted in the house or on the patio. Occasional exceptions to this policy may be approved by VCIA by special request.
5. Preparation of food and serving of meals is not permitted in Centennial House. Catering of light foods (hors d'oeuvres, coffee and cookies, cheese and crackers, sandwiches) is allowed with prior approval and in accordance with the UCSB Food Services Policy.

#### B. Scheduling

1. Reservations for Centennial House shall be arranged through VCIA at **(805) 893-2749**.
2. Users should include set-up and tear-down time in their request for use of the house.
3. University users must provide an appropriate department account name and number when scheduling the facility to pay for any post event extraordinary cleaning expenses or repairs attributed to the event.
4. *For non-University users*, a refundable check deposit in the amount of \$200, made payable to The Regents, must be submitted prior to the event. Any expenses for extraordinary cleaning or repair of damage will be deducted from the deposit and only the remaining balance will be refunded to the user.
5. Reservations for an event in Centennial House do not imply use of University House or its grounds.

#### C. Parking

1. All visitors to the UCSB campus must display a valid parking permit. Permits are available at vending machines in the parking lots or at the Transportation & Parking Services office (805) 893-7275.
2. Parking is not permitted in front of the house, in the small lot across from it, or in the driveway at University House.

### III. RESPONSIBILITIES

**A. The Office of the Vice Chancellor, Institutional Advancement** coordinates all use and maintenance of the facilities in coordination with Housing & Residential Services.

**B. Facility users** are responsible for:

1. Obtaining and returning the building key from/to the Housing & Residential Services Office. Lost keys must be reported immediately to Housing & Residential Services. The facility user will be charged for the cost of rekeying locks if the key is not returned.
2. Restoring Centennial House to its original condition after the event. This includes ensuring the thermostat is set at 55 degrees; conference tables and stacking chairs are returned to the storage closet; lights are turned off; trash cans are emptied into containers outside the building; and the windows are closed and the doors are locked.
3. Reimbursing the University for extraordinary cleaning expenses and repair of damage.
4. Apprising their guests to be mindful that Centennial House adjoins University House and to conduct themselves in such a way as not to interfere with activities taking place in University House.

### IV. FACILITIES

- A.** The telephone number at Centennial House is 893-4122. The phone is restricted to local calls.
- B.** There is seating for 27 people. The room will accommodate approximately 50 people standing (inside and patio).
- C.** The house contains a full bathroom, 7 upholstered chairs, 2 side tables and 1 credenza.
- D.** Four 6-foot folding conference tables and 20 stacking chairs are located in the storage closet.
- E.** Users must furnish all other supplies, including additional chairs and tables, as necessary. Users must make appropriate arrangements with Furniture Services and are responsible for associated charges.

### V. RELATED RESOURCES

UCSB Interim Food Services Policy

### VI. APPENDIX - Contract for the Use of UCSB Centennial House

**CONTRACT FOR THE USE OF UCSB CENTENNIAL HOUSE**

DATE \_\_\_\_\_ Day of Week \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Purpose of Event \_\_\_\_\_ Department/Group \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone Extension \_\_\_\_\_

Secondary Contact Person (if applicable) \_\_\_\_\_ Telephone Extension \_\_\_\_\_

Number of persons attending (50 max.) \_\_\_\_\_ Number of persons **from campus** \_\_\_\_\_ **from off campus** \_\_\_\_\_

Dept./Group Account Name \_\_\_\_\_ Account Number \_\_\_\_\_

**No meals may be served. With prior notification, light refreshments are allowed. If serving light refreshments, you must fax a copy of your menu to 893-5611 for prior approval.**

*I have read and agree to the regulations contained in the UCSB Use of Centennial House Policy and on this page. I (or my Department) also agree to be financially responsible for the cost of cleaning beyond normal maintenance and/or any damage that may occur during my/our use of Centennial House. I realize that failure to adhere to the policy can result in denial of future requests to use Centennial House.*

Departmental Signature \_\_\_\_\_ Telephone \_\_\_\_\_

Use Authorized by Office of the Vice Chancellor, Institutional Advancement Signature \_\_\_\_\_

**If the ORIGINAL signed contract is not received at least 3 days before your reservation, your use of the house is unconfirmed and not considered authorized.**

**CENTENNIAL HOUSE HOURS: 7:30 a.m. – 10:00 p.m. This includes set-up and clean-up.**

**KEY POLICY:** You must obtain a key to use the House. Please list the person who will pick up the key, if s/he is not also the "Contact Person." Pick up the key from Building 549 (across from Parking Lot 5), Residential Services Office Room 1522 (893-3312). Please return the key immediately after your meeting. If your reservation extends beyond 4:30 p.m. on a week day or is held on a Saturday or Sunday, please make arrangements about key pickup and return with Residential Services.

Lost keys are the responsibility of the person(s) who signed them out. *Those who lose keys are responsible for the cost of having Centennial House locks changed.*

**YOUR RESPONSIBILITIES:**

1. Please leave the room clean and picked up. **All trash must be put in large trash container located beyond the gate on the left hand side of the patio.**
2. All furniture must stay inside the room and if rearranged must be returned to the original set up. Furniture removed from the closet must be returned after its use.
3. **No parking in the adjacent driveway.**
4. **No meals may be served; "light refreshments" are allowed with prior notification and approval.**
5. **Please lock front and sliding doors** when you leave and return the key to the Residential Services Office.

**FURNISHINGS:** 7 upholstered chairs; 2 side tables; 1 credenza; 20 stacking chairs; four 6-foot folding tables. Should you need to rent anything in addition to what is provided, please know that you are responsible for all rentals. For other furnishings, contact Furniture Services, x2732. For audio/visual needs, contact Instructional Development, x3549. There is NO Internet connection in the House.

**PLEASE REFER TO THE UCSB USE OF THE CENTENNIAL HOUSE POLICY FOR MORE DETAILS.**

**PLEASE COMPLETE CONTRACT AND RETURN BY FAX ASAP TO 893-5611**