

**Graduate School of International Relations and Pacific Studies (IR/PS)  
ROBINSON COMPLEX FACILITY RESERVATION REQUEST**

Today's Date \_\_\_\_\_

**Contact Information**

Organization/Department \_\_\_\_\_  
 Person Making Reservation \_\_\_\_\_ Phone \_\_\_\_\_  
 Fax \_\_\_\_\_ Email \_\_\_\_\_ Mail Code \_\_\_\_\_  
 Billing/Fiscal Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Fax \_\_\_\_\_ Email \_\_\_\_\_ Mail Code \_\_\_\_\_

**Billing Information**

Index \_\_\_\_\_ Fund \_\_\_\_\_

**Event Information**

Event Date(s) \_\_\_\_\_

MON  TUE  WED  THU  FRI  SAT  SUN

ROOM RESERVATION TIME (include setup and cleanup time)

From \_\_\_\_\_ AM  PM  To \_\_\_\_\_ AM  PM

EVENT TIME

Starts \_\_\_\_\_ AM  PM  Ends \_\_\_\_\_ AM  PM

TYPE OF EVENT Meeting  Lecture  Reception  Banquet  Film   
 Other \_\_\_\_\_

Event Title \_\_\_\_\_

Estimated Number of People to Attend \_\_\_\_\_

**Robinson Complex Facility Recharge Rates**

Robinson Auditorium .....	\$ 250.00 per event per day
Gardner Room .....	\$ 200.00 per event per day
Conference Rooms .....	\$ 50.00 per event per day
Seminar Rooms .....	\$ 50.00 per event per day
Classrooms .....	\$ 150.00 per event per day

**PLEASE READ CAREFULLY**

- By submitting this form the reserving organization/department agrees to follow all UCSD Policies and IR/PS Facilities Policies.
- The IR/PS Facilities Policies are available on the web site <http://www-irps.ucsd.edu/irps/facility/facility.html>
- The reserving department is responsible for all arrangements, including audio, visual, parking, room setup and room cleanup.
- Reserving departments must provide staff personnel during the entire event to assist their guests.
- IR/PS does not have available on-campus phones, copiers, fax machines, computers or staff assistance for guests or the event coordinators.
- For further information, please see UCSD Policies and Event Planning Links on the IR/PS Facilities web site <http://www-irps.ucsd.edu/irps/facility/facility.html>
- I understand and agree not to reconfigure or move furniture. \_\_\_\_\_(initial)
- I understand and agree that catering may only be set up in the Robinson Auditorium lobby or the IR/PS courtyard. \_\_\_\_\_(initial)

**Print Name** \_\_\_\_\_ **Authorized Signature** \_\_\_\_\_

(Request will not be booked without an index, fund and authorized signature for the index.)

**FOR IR/PS USE**

CONFIRMED

DATE \_\_\_\_\_ FACILITY \_\_\_\_\_ ESTIMATED RECHARGE \_\_\_\_\_