

## **Scripps Seaside Forum**

### **Internal Use Policy for Scripps Faculty, Students and Staff**

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The Robert Paine Scripps Forum for Science, Society and the Environment (Scripps Forum) is a resource for all of UC San Diego's Scripps Institution of Oceanography (Scripps) faculty, students and staff. The Forum is a state-of-the-art facility, and should enhance Scripps research, education and community, as well as enable fostering of ties with other UCSD divisions and departments and the broader La Jolla and San Diego communities.

The Forum is self-supporting and not-for-profit. Fees ensure that the facility is clean, in working order and upgraded regularly. The fee chart for Scripps users, upper campus users and the general public appears below. Suggestions for improvements to the facility are welcome and should be submitted to Events and Operations Manager Matt Anderson at: [m1anderson@ucsd.edu](mailto:m1anderson@ucsd.edu).

#### **Use of the Facility by Scripps Faculty, Students and Staff**

##### **1. Scripps science and professional events – Scripps fee based**

- For Scripps events involving planning beyond 6 months (e.g., science workshops and conferences, etc.), the regular Scripps fees apply (see chart below).

##### **2. Scripps events up to 2 months in advance – Free use of venue**

- Scripps encourages use of the Forum by faculty, students and staff to promote collaboration, as well as for events to foster stronger ties within the Scripps and broader community. To this end, events for Scripps personnel, including public and all@sio events like special seminars, presentations, commemorations and other community-wide events, as well as limited invitee list events like section meetings, business office meetings, and project or proposal planning meetings can be held at no cost at the Forum when scheduled up to 2 months in advance. This applies to daytime reservations between normal business hours, and does not include standing meetings or use of the venue for personal events.

##### **3. Scripps events up to 6 months in advance – Free use of venue up to 2 times per year per section (Earth, Biology and Oceans & Atmosphere)**

- Each section (Earth, Biology and Oceans & Atmosphere) can use the Forum up to 2 times per calendar year at no cost for events that are organized by Scripps faculty, students or staff scheduled up to 6 months in advance. Please see your Section Head if you are interested. Groups not included in the sections can contact Carrie Byrd in the Director's Office to apply for this option ([cbyrd@ucsd.edu](mailto:cbyrd@ucsd.edu)). This applies to daytime reservations between normal business hours, and does not include use of the venue for personal events.

##### **4. Collaborative events with other UCSD divisions or departments - Free use of venue 1 time per year per section (Earth, Biology and Oceans & Atmosphere)**

- Same as option 3 above but applicable to events that are specifically collaborative with other UCSD divisions or departments. This applies to daytime reservations between normal business hours, and does not include use of the venue for personal events.

### Fees for Scripps Forum Rentals

Venue	Scripps Rental Fee	UCSD Rental Fee	Public Rental Fee
Charles Scripps Room	\$150	\$600	\$750
Buzzelli/Loeb Room	\$200	\$638	\$850
Robert Scripps Room	\$250	\$713	\$950
Ted Scripps Room*	\$400	\$900	\$1,200
Forum Auditorium	\$1,000	\$3,000	\$4,500
Entire venue	\$2,000	\$5,625	\$7,500

\**videoconference facility*

Scripps rentals are for a 9-hour reservation; additional hours can be added at a rate of \$150 per hour. Special requests may also result in additional fees. Capacities and audio-visual capabilities are listed on the Forum website at: <https://scripps.ucsd.edu/about/venues/seaside-forum>

To check availability and secure one or more rooms, contact Scripps Venue Rentals at (858) 534-5604 or [scrippsvenues@ucsd.edu](mailto:scrippsvenues@ucsd.edu).

Scripps Venue Rentals staff offers conference services at a low recharge rate. This is available to Scripps personnel only and includes:

- Workshop registration, including online and onsite registration;
- Hotel arrangements;
- Catering arrangements and management;
- A/V and technical assistance;
- Transportation and parking;
- Name tags, tent cards and other printed materials;
- Video and teleconference equipment and support in T-29, Scripps Administration Building Room 114, and the Ted Scripps Room in the Forum.

Prices will vary based on the size of the conference and services required. Estimates are included below; however please contact Donna Stout ([dstout@ucsd.edu](mailto:dstout@ucsd.edu)) for a quote as these are estimates only.

For a meeting of 30-50 people: \$650

For a meeting of 100-150 people: \$950

Estimates include staff time for coordinating hotel, transportation, registration (and materials), catering and A/V assistance. Packages can be customized based on needs of the client.

Please note that catering at the Forum during normal business hours is contractually limited to UCSD Catering or Giuseppe Fine Catering (Caroline's Café), and for alcohol service to Giuseppe Fine Catering. Evening and weekend events require use of an approved caterer; that list can be found at the Forum website link listed above.