

Robert Paine Scripps Forum for Science, Society and the Environment

Internal Use Policy for Scripps Faculty, Students and Staff

The Scripps Forum is a resource for faculty, students and staff. The Forum is self-supporting and not-for-profit. Fees ensure 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 facility improvements are welcome and should be submitted to Events and Operations Manager Matt Anderson at: 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 on page 2).

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

- Scripps encourages Forum use by faculty, students and staff to promote collaboration, as well as for events to foster stronger ties within the Scripps and among Scripps and the community. Events for Scripps personnel, including public and all@sio events like special seminars, presentations, commemorations and other community-wide events 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 organized by Scripps faculty, students or staff scheduled up to 6 months in advance. Please consult your Section Head. Scripps groups not included in Sections should contact Donna Shabkie in the Scripps Events Office to apply for this option (dshabkie@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 include collaboration with other UC San Diego divisions or departments. This applies to daytime reservations between normal business hours, and does not include use of the venue for personal events.

5. Scripps defense presentations – Free use of venue before 12 p.m.

- Scripps students may use the Forum for defense presentations at no cost if the defense concludes by 12 p.m. Regular Scripps fees apply to defenses scheduled after 12 p.m. (see chart on page 2). Defenses may be scheduled up to 6 months in advance.

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

Scripps rentals are for a 10-hour reservation; additional hours can be added at an hourly rate. Special requests, including changing room set ups, may also result in additional fees. Receptions that are added onto internal meetings will require a security fee of \$75. 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.

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;

Prices will vary based on the size of the conference and services required. Estimates are included below; however please contact Romalyn Apostol (rapostol@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.