

The Cultural Center at Merrill Reservations and Services FAQ

To facilitate your Cultural Center at Merrill reservation here are some details about the process and some additional information you may find helpful. In order to fully confirm your reservation your group will need to arrange the following:

- **SOAR Organizations:** Meet with your advisor to generate your SOAR event form, signed by your advisor. Determine ONE contact person from your group to be responsible for all communication with the Crown/Merrill Special Projects Coordinator-to avoid confusion. Make appointment with jenaro@ucsc.edu for paperwork (SOAR Event form, College Reservation form, Event Client Agreement) well in advance of the event.
- **Staff and Non-SOAR student Groups:** Know the account # or FOAPAL from your unit or your staff/faculty advisor to which the College will recharge fees. We cannot recharge to Contract or Grant FOAPALS. **Fees are non-negotiable and non-refundable.**
- All forms and paperwork must be completed and signed at least one week before the event. Cancellations will be charged 100% of reservation fees if cancelled within one week, and 50% of reservation fees if cancelled within two weeks of event.

A tentative hold for a specific date can be made for your group or unit. The hold can remain for a maximum of 7 days, before which time the event must be confirmed with all paperwork completed and signed. After 7 days, the tentative reservation will be deleted to allow other groups access.

Costs for using the Cultural Center at Merrill are:

Non-student group reservation:	\$350.00	(Includes use of AV equipment)
Non-student reservation "Venue Only":	\$250.00	(Room only, no equipment use)
SOAR group or student coordinated event:	\$150.00	(Includes use of AV equipment)

College staff must be employed for any equipment use, and are also available for room set-up. Staff hourly wage \$18.00 per hour per person.

<Reservations limited to 12 hours maximum and includes all hours of venue occupation. Additional hours will be billed as an additional event.>

Our available equipment includes a powerful public address system and microphones suitable for anything from lectures to a full concert. We have CD, cassette, and FM capabilities through the PA. We have an LCD projector that can be hooked up to our DVD, or to a computer for presentations.

We have a large screen built in at our stage, and a smaller portable screen. We also have a complete set of theatrical lighting with digital controls.

IMPORTANT Fees/Charge Policies

1. Fees and charges are non-negotiable and non-refundable for all events. Events can be cancelled up to two weeks prior to an event date with no charge.
2. A clean-up fee of up to \$150 may be assessed to any group that does not leave the facility in the same condition as it was found. Charges for damage and repair due to negligence include, but are not limited to: \$150 for re-set, \$50 for sweeping, \$50 for Cultural Center stage cleaning.
3. Co-Sponsorship for student events with either Crown or Merrill Colleges must be arranged with individual offices from those Colleges (ie: College Programs, Provost, Residential Office) **prior to the reservation request**.
4. The co-sponsoring College Office is responsible for contact and coordination of the event with the Crown/Merrill Special Projects Coordinator, and must provide a senior staff person to attend and be responsible for the event. Communications and coordination for the event is limited to the “sponsoring office” at the College and the Crown/Merrill Special Projects Coordinator.

To reserve the Cultural Center at Merrill, please send your email to jenaro@ucsc.edu. **We ask that requests always be sent from a valid UCSC email address to ensure email delivery.**

Jenaro Ordoñez
jenaro@ucsc.edu
Reservations Coordinator
Crown and Merrill Colleges