



UC San Diego Cross-Cultural Center ROOM RESERVATION FORM

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PRIMARY CONTACT (Must be present and responsible for all aspects of the program/meeting, including setup & clean up)

Name _____ Org/Dept. & Position _____

Email _____ Phone _____ Mail Code _____

Secondary Contact

Name _____ Email _____

PROGRAM/MEETING INFO

Name _____

Time: _____ AM/PM to _____ AM/PM Total Hours _____

Date _____ Quarter _____

<i>For reoccurring reservations only</i>	
<input type="checkbox"/> Weekly	<input type="checkbox"/> Monday
<input type="checkbox"/> Even weeks	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Odd Weeks	<input type="checkbox"/> Wednesday
	<input type="checkbox"/> Thursday
	<input type="checkbox"/> Friday

Room Requested

- Tranquility Room (5) Conference Room (25) Comunidad Room Large (60-80)
- ArtSpace (40-55) Comunidad Room All (150) Comunidad Room Small (40-65)

Expected Attendance _____

Type of Program

- Class Training/Workshop Special Event _____
- Meeting Lecture/speaker

User Group

- LGBT Resource Center Women's Center Campus Committee _____
- Faculty/Graduate _____ Department _____
- Student Organization _____ Staff Organization _____

Equipment Request (Availability is limited and must be confirmed by CCC staff)

- Dry Erase Board Projector Projector Screen TV/VCR/DVD Sound system/Mic

USER AGREEMENTS:

- _____ (intl) SET-UP & BREAK-DOWN: I understand that I am responsible for room set-up and break-down for my program. I agree to arrive early on the day of my event to make any necessary arrangements. I understand that additional equipment (A/V, additional tables, etc.) must be arranged and confirmed prior to the event.
- _____ (intl) CLEAN-UP: I agree to and understand that it is my responsibility to return the room to its original condition and arrangement. I understand that this includes throwing away trash, sweeping /vacuuming the floor, and washing/putting away my group's dishes.
- _____ (intl) CANCELLATIONS: I agree to contact CCC staff no later than 72 hours prior to the scheduled event in case of cancellation.
- _____ (intl) CCC MISSION & PROGRAM PHILOSOPHY: I have read the CCC's Mission and Program Philosophy (P.L.A.C.E.S.). My group aligns with this mission and philosophy through our own mission and programs/events.

BY SIGNING THIS FORM I AM AGREEING TO ABIDE BY ALL CCC POLICIES. I understand that CCC reserves the right to make modifications to my reservation, including time and location, for CCC programming purposes.

Signature _____

Date _____

CCC Approval _____

Date _____



P.L.A.C.E.S.

P.L.A.C.E.S. is the philosophical framework of the CCC. All CCC sponsored educational, social and cultural events promote the P.L.A.C.E.S. values. *We also require that groups who reserve rooms with the CCC align themselves with the spirit of the P.L.A.C.E.S.* In this way, we are creating and building a stronger community based on a foundation of social justice and affirmation.

Promoting respectful dialogues,
Leadership,
Affirmation of identities,
Community building to create safe spaces, and
Empowerment through a
Social justice lens

Promoting respectful dialogues

The CCC provides programs and spaces for Center users to have open discussions where all opinions are valued and heard.

Leadership

The CCC provides programs and services that promote opportunities for students to develop into local and global citizens.

Affirmation of identities

The CCC values and promotes the understanding of the intersections and affirmation of identities. This includes, but not limited to: race, ethnicity, nationality, sexual orientation, gender, gender identity, sex, culture, age, ability, class, religion, spirituality, and body image. We confront all forms of oppression within these multiple identities.

Community Building to Create Safe Spaces

The CCC provides interactive programs and retention spaces to create new connections, strengthen existing relationships, and encourage cross collaborations.

Empowerment

The CCC offers educational workshops, trainings and programs on social, cultural, diversity and social justice issues, which serve to empower campus and community leaders by providing the necessary tools to be an advocate for positive social change, proactive about addressing inequities, able to explore multiple identities, and able to maintain balance in all aspects of their lives.

Social Justice Lens

The CCC functions within a social justice framework that includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure. We envision a society in which individuals are both self-determining (able to develop their full capacities) and interdependent (capable of interacting democratically with others). Social justice involves social actors who have a sense of their own agency as well as a sense of social responsibility toward and with others and the society as a whole.

For More Information:

Website: <http://ccc.ucsd.edu>

Email: cccenter@ucsd.edu

Phone: 858.534.9689

Location: 2nd Floor of Price Center East