



SCHEDULING REMINDERS

- 1) Non-academic scheduling is done directly through the Office of Campus Scheduling (x4592 or scheduling@sandiego.edu).
- 2) At the time of your request, please provide information on any special set-up needs. If your event will require any AV, projector, or computer equipment, please contact the following:
 - a. UC/Salomon Hall events – contact Campus Scheduling
 - b. KIPJ events (classrooms not included) – contact KIPJ Operations
 - c. Degheri Alumni Center events – contact Operations Coordinator Suzette Nguyen.
 - d. Manchester Conference Center events – contact MCC Coordinator Yasmin Sanchez.
 - e. Events academic in nature and taking place in a classroom – contact media services for media console access. Please note: Media keys can only be reserved by USD faculty/staff only. Students/student organizations using media equipment within a classroom must have a faculty/staff member with a current USD ID obtain a media console key from media services.
- 3) Once you have requested a room for a catered event, contact Banquets and Catering, <http://usdcatering.sandiego.edu/> or (x4560) immediately. All catered events **must** be hosted by USD Banquets and Catering. <http://www.sandiego.edu/catering/>
- 4) Groups are expected to leave rooms in the same condition as they are found. Do not adhere any signs or other objects to walls by way of tape, gum, tacks, etc. Easels and free-standing signs are acceptable. Easels are subject to availability. Posters & flyers displayed around the UC are subject to the poster policy guidelines (See UC Operations for a copy).
- 5) Open flames and/or the use of flammable materials is prohibited in USD facilities. This includes the use of candles. Religious groups with special needs may request an exception through the office of Campus Scheduling.
- 6) The Faculty/Staff Dining Room is available as a “catered only” room with two possible set-ups: “Standard” or “Reception style”. If a group is going through the Main Dining Room buffet line, all members of the group must pay at the door or use an appropriate meal pass. Also Faculty/Staff Dining Room is only available for events on Monday-Friday 7:00am-9:00am, 4:00pm-9:00pm and Saturday and Sunday 7:00am-9:00pm
- 7) Events in Shiley Theatre must have an approved Student Technician on hand throughout the entire event at the cost of \$25.00/hour.
- 8) A minimum of twenty-four (24) hours is required for any cancellations.