

John Muir College Facility Reservation Policy

John Muir College has a variety of spaces available for Muir College student organizations and Muir College programming. Some rooms have strict limitations for their use and cannot be used for individual use.

Reservations for the Mariposa Room, Half Dome Lounge, or the Sequoia Room can be made through the online google form (<https://goo.gl/forms/IZm9L5fXFOIs2wkg1>), in person through Nathan Harper or Rebecca Rangel, or directly through your advisor. After submitting a reservation request, a Muir College staff member will respond to you as soon as possible with more information. Your reservation IS NOT confirmed until AFTER a staff member has contacted you and explicitly confirmed the reservation.

Reservations must be submitted at least five business days in advance unless communicated through the student organization's advisor or by exception granted by the John Muir College Office of Student Affairs.

Any questions regarding reservations should be sent to muirreservations@ucsd.edu.

Checking Out Keys/Key Cards & Primary Contact

After your reservation has been confirmed, please follow the guidelines below for obtaining the key or keycard for the space:

	Primary Contact	Check Out Location
House Advisors or ResLife Staff	Muir College Residential Life Office	Muir College Residential Life Office
Student Organizations	Muir College Office of Student Affairs	Middle of Muir
Other Muir Staff and Outside Departments	Muir College Office of Student Affairs	Muir College Office of Student Affairs OR Muir College Provost Office

If your reservations begins after hours, it is **YOUR** responsibility to arrange and check out the key or keycard prior to the closure of the appropriate office

Student Organizations

Muir College student organizations may reserve rooms on a regular basis during Weeks 1 through 10 of any Academic Quarter. Rooms are only available by exception during Week 0 and Finals Week (student organizations should contact their advisor to discuss potential exceptions).

Muir College student organizations may reserve up to 4 hours for standing meetings per week on a regular basis in Muir College facilities. Additional hours may be reserved for events, programs, or other meetings by exception only (student organizations should contact their advisor to discuss exceptions).

UCSD Departments

Reservations in John Muir College facilities can only be made by registered Muir College student organizations. Other departments may only reserve space by exception approved by the Muir College Office of Student Affairs. Reservations are not guaranteed and may be cancelled or modified at the discretion of Muir College. In the event of changes, departments will be notified as soon as possible.

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Kitchen Usage

Two facilities, the Mariposa Room and Half Dome Lounge, have kitchens that may be used for programs, events, or meetings. The refrigerator may be used to store food or drinks for use by student organizations up to 24 hours prior to the event. Exceptions may be considered. Contact your advisor to request an exception. All kitchens are cleaned out at the end of every quarter. Please remove all items and ensure that the kitchens are kept clean and organized.

Facility Limitations and Restrictions

-John Muir College facilities are to be used primarily by Muir College and specifically for Muir Events and Programs.

-If a student organization does not pick-up their keycard from MOM, Muir Residential Life is not responsible for and WILL NOT unlock the room.

-Facilities may be reserved from 7:00am to 11:00pm, 7 days a week. If your organization plans to extend past those hours, the reservation must be approved by the organization advisor and by the Muir College Office of Student Affairs.

-Organizations/Groups reserving ANY Muir Facility agree to:

1. Thoroughly clean up the facility after its use and return it to the state in which it was checked out. This includes wiping down all tables with cleaning supplies, cleaning off all whiteboards, and resetting tables and chairs to the specifications in the diagrams for the rooms.
2. Ensure all attendees abide by UC San Diego and Muir College regulations and policies
3. Report any issues to mdeansoffice@ucsd.edu and the appropriate office (i.e. Facilities & Maintenance or Housing, Dining, & Hospitality)
4. Abide by the room capacity in each location
5. Return keys to the appropriate location at the conclusion of the reservation
6. Inform their advisor of any issues that arose while using a facility

-Failure to abide by the above may result in sanctions including, but not limited to action preventing any and all future reservations at John Muir College or fines charged to the student organization.

-Any damage caused to Muir College Facilities or Equipment while checked out may be repaired with costs charged to the appropriate student organization. Charges will also be reported to Muir College Council and may affect future funding.

-Facilities can be used for General Body meetings, Executive Board meetings, other meetings, and student organization events.

-Facilities MAY NOT be used for personal use.

-Exceptions to this policy may only be granted by permission of the Dean of Student Affairs or the appropriate authority. Departments outside of Muir College should contact the Muir College Office of Student Affairs via email at mdeansoffice@ucsd.edu to request an exception. Exceptions are made on a case by case basis.