Professional Development Center
Room Reservations

To finalize your reservation, complete, save and email the form to Romina.Reyes@ucsf.edu

Contact Information

Requested by

Today's Date

Email

Phone

Event Details

Event Title

Department

Person in Charge During Event

Total Number of Attendees

Day of the Week	Date	Start Time	End Time	Room

Payment Information: Enter Speed Type OR Chartstring (Speedtype Preferred)

Speed Type

Fund	Dept ID	Project	Activity Period (optional)	Function	Flex (optional)

Or Payment Type:

☐ Pay by Check

UCSF Human Resources Development and Training

Professional Development Center Policy

RENTAL AGREEMENT - ROOM 307 COMPUTER LAB

CANCELLATION POLICY

The Learning and Development staff must receive a written cancellation notice 7 WORKING DAYS or more prior to the scheduled event to avoid room charges. Cancellations received between 3 -6 days prior to the event will be charged half of the room rental fee. Reservations cancelled 48 hours or less prior to the event will be charged the full room rental fee.

FOOD AND BEVERAGES

No food or beverages are allowed in the Computer Room.

PARKING & SECURITY

Fifty-nine public parking spaces are available at Laurel Heights, five of which are reserved for the handicapped. Limited public parking spaces are available on a first-come, first-serve basis at the posted rate of $3.00 per hour, $24.00 maximum per day. Alternative parking arrangements may be discussed with the Conference Center Staff.

AFTER HOURS SECURITY

University Security personnel are on duty at Laurel Heights 24 hours a day, seven days a week. However, for large groups with unusual arrangements, additional staffing may be required. If so, an additional fee will apply to cover the cost for additional staffing.

Other UC policies regarding campus activities, organizations, and students also apply at the UCSF Laurel Heights.

☐ I acknowledge that I have read the above and agree to abide by the terms in this rental agreement.

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