FACILITY RESERVATIONS

A GUIDE to renting facility space at the University of California, Riverside Student Recreation Center.
INTRODUCTION

FACILITY MAP

SET UP OPTIONS

SPACES, CAPACITIES, & RENTAL FEES

- North building
- South building
- Pool complex
- Meeting rooms
  - Training room
  - Conference room
- Activity spaces
  - MAC gym
  - Main gym
  - Multi-purpose rooms
  - Pool deck/sand volleyball
  - Kitchen

INVENTORY
INTRODUCTION

The Student Recreation Center (SRC) has a variety of conference rooms, gymnasiums and fields that are available for registered student organizations, campus departments and non-campus groups. With over 155,000 square-feet, you can reserve a state-of-the-art training room for 20 people or host a graduation ceremony for up to 3,000 people in the gymnasium.

The SRC Facility Scheduling & Event Coordinators will assist your group in finding the appropriate space for your needs, developing a layout/set up, and coordinating rentals and catering, while complying with university rules and regulations.

All facility reservation requests will be considered when received with appropriate lead time. Reservations are not final until a confirmation and/or contract has been sent and/or signed by SRC and clients and are dependent on space and staff availability. Reservations must include dates within the current quarter.

Non-university affiliated individuals or groups must provide a proof of insurance certificate. More details in the policies section of this manual.

We look forward to the opportunity to host your next event!
SET UP OPTIONS

CONFERENCE STYLE

HEARING PANEL STYLE

BOARDROOM STYLE

U-SHAPE STYLE

THEATRE STYLE

CLASSROOM STYLE

CLUSTER STYLE

CHEVRON/PHOENIX STYLE
SRC Facility Reservations
SPACE, CAPACITIES & RENTAL FEES

RATES ARE PER HOUR. THE ABOVE BASE RATES DO NOT INCLUDE SET-UP, EQUIPMENT COST OR STAFFING.

The SRC Management reserves the right to determine the availability of courts for rent. Priority is given to SRC programs and open recreational use.

• 51% of participants must be UCR students. If requirement is not met, department rate will be applied. Percent of students will be determined by SRC staff.
• The upper court is not available alone. It must be scheduled along with the main gym.
• Requests for usage of multi-purpose rooms and the conference room must be appropriate recreational activities and consistent to SRC policies.
• Rental times will include any set-up and tear-down fees needed for the event. The charge is at the regular fee (minimum charge is 2 hours).

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Square Feet</th>
<th>Non-Campus Fee</th>
<th>Department Fee</th>
<th>Student Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Gym</td>
<td>3000</td>
<td>22,000</td>
<td>$208</td>
<td>$150</td>
<td>0</td>
</tr>
<tr>
<td>Court 1</td>
<td>7,300</td>
<td>29,300</td>
<td>$45</td>
<td>$45</td>
<td>0</td>
</tr>
<tr>
<td>Court 2</td>
<td>3,000</td>
<td>2,150</td>
<td>$25</td>
<td>$20</td>
<td>0</td>
</tr>
<tr>
<td>Court 3</td>
<td>1,675</td>
<td>1,544</td>
<td>$15</td>
<td>$15</td>
<td>0</td>
</tr>
<tr>
<td>Multi-Purpose C</td>
<td>2,085</td>
<td>2,085</td>
<td>$25</td>
<td>$20</td>
<td>0</td>
</tr>
<tr>
<td>Conference Room</td>
<td>30</td>
<td>554</td>
<td>$20</td>
<td>$15</td>
<td>0</td>
</tr>
<tr>
<td>Training Room</td>
<td>28</td>
<td>374</td>
<td>$20</td>
<td>$15</td>
<td>0</td>
</tr>
</tbody>
</table>

• 51% of participants must be UCR students. If requirement is not met, department rate will be applied. Percent of students will be determined by SRC staff.

RENTAL TIMES WILL INCLUDE ANY SET-UP AND TEAR-DOWN FEES NEEDED FOR THE EVENT. THE CHARGE IS AT THE REGULAR RATE (MINIMUM CHARGE IS 2 HOURS).
### SOUTH BUILDING

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity with seats (Bleachers)</th>
<th>Square Feet</th>
<th>Non-Campus Fee</th>
<th>Department Fee</th>
<th>Student Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC Gym</td>
<td>1187</td>
<td>8,297</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Kitchen</td>
<td>49</td>
<td>886</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Purpose E</td>
<td>125</td>
<td>1,871</td>
<td>$25</td>
<td>$20</td>
<td>0</td>
</tr>
<tr>
<td>Tennis Courts &amp; Courts</td>
<td>---</td>
<td>---</td>
<td>$50/per court /per hour</td>
<td>$50/per court /per hour</td>
<td>0</td>
</tr>
<tr>
<td>Sports Complex Blaine/Canyon Crest</td>
<td>---</td>
<td>---</td>
<td>$50/per hour</td>
<td>$50/per hour</td>
<td></td>
</tr>
</tbody>
</table>

### POOL COMPLEX

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity with seats (Bleachers)</th>
<th>Square Feet</th>
<th>Non-Campus Fee</th>
<th>Department Fee</th>
<th>Student Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lap Pool A</td>
<td>15-25</td>
<td>No Rental</td>
<td>No Rental</td>
<td>No Rental</td>
<td>No Rental</td>
</tr>
<tr>
<td>Lap Pool B</td>
<td>15-25</td>
<td>No Rental</td>
<td>No Rental</td>
<td>No Rental</td>
<td>No Rental</td>
</tr>
<tr>
<td>Lap Pool A/B</td>
<td>30-50</td>
<td>$111</td>
<td>$80</td>
<td></td>
<td>0</td>
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<tr>
<td>Recreation Pool</td>
<td>65</td>
<td>$69</td>
<td>$50</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Spa</td>
<td>20</td>
<td>No Rental</td>
<td>No Rental</td>
<td>No Rental</td>
<td>No Rental</td>
</tr>
<tr>
<td>Rec Pool Deck</td>
<td>300</td>
<td>$69</td>
<td>$50</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Rec Pool Grass</td>
<td>100</td>
<td>$69</td>
<td>$50</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Rec Pool Deck &amp; Grass</td>
<td>500</td>
<td>$138</td>
<td>$100</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Sand Volleyball Court</td>
<td>50</td>
<td>$50</td>
<td>$25</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
CONFERENCE ROOM

Included Amenities:
- Projector with Screen
- Internet
- Laptop
- Tables & Chairs
- Counter w/ Cabinets
- DVD

Capacity:
- 30 participants

TRAINING ROOM

Included Amenities:
- Projector with Screen
- Internet
- Laptop
- Tables & Chairs
- Counter w/ Cabinets
- DVD

Capacity:
- 28 participants
SRC Facility Reservations

ACTIVITY SPACES

MAIN GYM (LOWER COURTS 1,2,3)

Court Options*:  
- 3 basketball courts  
- 3 volleyball courts  
- 3 indoor soccer courts  
- multi-purpose space (events)

*Curtains available to split courts  
*Bleachers available (west & east)

UPPER COURTS

Court Options*:  
- 1 basketball court  
- 1 volleyball court  
- 3 badminton courts

*Upper bleacher option for lower court overflow

MULTI-PURPOSE ROOMS

Available in all studios:  
- Auxiliary cords  
- House sound  
- Wireless microphone  
- Stand alone speakers

MPR A Capacity: 250  
MPR B Capacity: 150  
MPR C Capacity: 120  
MPR D Capacity: 139  
MPR E Capacity: 125
POOL COMPLEX
Pool Deck/Sand Volleyball
Included Amenities:
• Tables with umbrellas & chairs
• Grill
• Canopy
• House speakers/stand alone speakers
• Sand pit with volleyball net

KITCHEN
Included Amenities:
• Two monitors
• House sound system
• Tables & chairs
• All kitchen materials

INVENTORY
• Foldable chairs
• 8 foot tables
• 6 foot tables
• 6 foot round tables
• Cocktail Tables
• Table linens
• Portable speakers
• House speakers (based on room reserved)
• Microphones
• Projector & screen
• Food tent/canopy
• Laptops with HDMI cord
• Trash cans

To request a specific quantity or additional items not listed above please request during a scheduled meeting with the coordinating event manager.
STUDENT RECREATION CENTER
FACILITY RESERVATIONS

Contact an SRC coordinating event manager today!

By phone: (951) 827-2305
By email: srcevents@ucr.edu
Take a tour: 900 University Avenue
Riverside, CA 92521

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