



Contact Information:
rooms@citris-uc.org
 Phone: 510-664-4301

av@citris-uc.org
 Phone: 510-643-7962

HOURS

Regular 8:00am – 5:00pm, Monday through Friday
 Extended* Before 8:00am or After 5:00pm Monday through Friday or Weekends

*Reservations before 8am and after 5pm, add \$50/hr to room rate and a security patrol officer must be present.

RENTAL COST

Sutardja Dai Room Rental Rates				Weekday Rates			Weekend Rates		Deposit
Room	Type of Room	A/V Included	Cap.	0-2 Hrs	2-4 Hrs	Full Day	0-4 Hrs	Full Day	Per Day
238	Videoconferencing		8	\$30	\$60	\$75	\$125	\$125	\$30
240	Classroom	Projector & Screen, Sound System	18	\$60	\$100	\$200	\$225	\$225	\$60
242	Classroom	Projector & Screen, Sound System, Podium	30	\$60	\$100	\$200	\$225	\$225	\$60
250	Classroom	Projector & Screen, Sound System	49	\$150	\$200	\$425	\$325	\$525	\$150
254	Classroom	Projector & Screen, Sound System	30	\$60	\$100	\$200	\$225	\$225	\$60
300	Kvamme Atrium		149	\$250	\$250	\$250	\$375	\$375	\$125
310	Banatao Auditorium	Projector & Screen, Podium, Mic, Sound System	149	\$300	\$400	\$800	\$800	\$1,000	\$200
630	Bechtel Boardroom	Projector & Screen, Sound System	44	\$200	\$300	\$500	\$475	\$625	\$150

AUDIO VISUAL

AV Services	Rate
A/V Assistance	\$95/per hr
Webcasting and/or Digital Recording	\$100 set-up fee; \$95/hr
Post Production Editing	\$95/hr
DVD Duplicates	\$10/each
Setup	\$100 fee

AV Equipment Available	Rate
Portable Videoconferencing	\$100/2hr; \$300/day
Life-size Videoconferencing	\$100/2hr; \$300/day
Easels (16 max)	\$8/each
Handheld Microphone (2 max)	\$30/each
Lapel Microphone (2 max)	\$30/each
Microphone Stand (2)	\$15/each
Remote Control (Powerpoint, 5 max)	\$15/each
Laptop (4 max)	\$30/each
Polycom for Teleconferencing	\$50
Atrium Sound System	\$100
Flat Panel Displays (8 max)	\$100/each

*AV services before 8am and after 5pm and on weekends are time and a half and are available on a case by case basis. AV services must be provided by CITRIS staff

CANCELLATION POLICY/FEEES

For reservations made more than 1 month in advance

Written Notification Date	Cancellation Fee
Less than 30 calendar days before the event	Full contract price
30-89 calendar days before the event	Deposit and 50% of contract price
At least 90 calendar days before the event	Deposit only

For reservations made 1 month in advance or less

Written Notification Date	Cancellation Fee
Less than 15 calendar days before the event	Full contract price
15-30 calendar days before the event	Deposit only

PAYMENTS/DEPOSITS

All deposits (cash, check, wire transfer and COA) must be received upon confirmation. If a deposit is not received within this time, your request may be cancelled.

- UC Groups = IOC with account information and authorized signatures
- Non-UC = Wire transfer or check