Scheduling Facilities for Campus Departments, Orgs and Guests

Recreation Facilities

- **Campus Pool**
  - Location: Harder Stadium (16,000) – Outdoor
  - Features: Main Gym/Pavilion Gym (12,000 sq. ft. spring loaded floor), Main Pool (50 meters), Small Pool (25 yards), Diving Well, (5) Racquetball Courts, (2) Squash Courts, Lobby and Garden Courtyards

- **Recreation Center and Aquatics Complex**
  - Features: Main Gym/Pavilion Gym (12,000 sq. ft. spring loaded floor), Main Pool (50 meters), Small Pool (25 yards), Diving Well, (5) Racquetball Courts, (2) Squash Courts, Lobby and Garden Courtyards

- **Old Little Theatre** (100) – Located in Building 494
  - College of Creative Studies (893-5319)

- **MultiCultural Center** (150) – Reserved for events that promote cultural awareness and understanding.
  - Phone: (150) – Reserved for events that promote cultural awareness and understanding.
  - Phone: (893-8411)

- **Recreation Facilities**
  - Campus Pool
  - Harder Stadium (16,000) – Outdoor

- **Recreation Center and Aquatics Complex**
  - Main Gym/Pavilion Gym (12,000 sq. ft. spring loaded floor)
  - Main Pool (50 meters)
  - Small Pool (25 yards)
  - Diving Well
  - (5) Racquetball Courts
  - (2) Squash Courts
  - Lobby and Garden Courtyards

- **Robertson Gym**
  - Main Gym Floor (3,500)
  - Room 2120 – Large area, wood floors
  - Room 2320 – Large area, wood floors

- **Outdoor Facilities**
  - Courts: (4) Basketball, (3) Sand Volleyball, (24) Tennis (East: 6, West: 8, Stadium: 10)
  - Lagoon Jogging Trail
  - Robertson Gym Field with lights: (3) Soccer Fields or (2) Softball Fields or (2) Ultimate Frisbee Fields
  - Scrimmage Field: (1) Lacrosse Field or (1) Soccer Field
  - Storke Field: (6) Softball Fields or (6) Soccer Fields

Individual reservations for the tennis courts: Visit the Recreation Center Office.
Group reservations for the tennis courts: Recreation Center Scheduling (893-2183)
All other requests: Recreation Center Scheduling (893-2183)

- **Residence Halls** – Several Residence Halls have classrooms and lounge spaces.
  - Office of Residential Life (893-3281)

- **Student Resource Building (SRB)**
  - SRB Information Center (893-6076)

- **University Center**
  - Chumash Room (20)
  - Goleta Valley Room (20)
  - SB Mission Room (40)
  - Lobero Room (63)
  - Flying A Studios Room (80)
  - SB Harbor Room (80)
  - State Street Room (80)
  - Corwin Pavilion (639)
  - The Hub (800)
  - UCen Scheduling (893-3961)

Special Event Spaces

CONTACT CAMPUS SCHEDULER IN OSL (893-4491) IN ALL INSTANCES

- Campbell/Cheadle Plaza (2,000)
- Faculty Club Green (8,000)
- Storke Plaza (3,000)

For special arrangements to accommodate a disability, please contact the Office of Student Life Scheduling Office at 893-4491.

Campus Events Scheduling
Office of Student Life
2260 Student Resource Building
University of California, Santa Barbara
(805) 893-4491

This brochure is also located online at http://orgs.sa.ucsb.edu under “Forms.”
A list of rooms in the general inventory is available for review at the Office of Student Life (SRB 2260) or online at http://orgs.sa.ucsb.edu (click "Forms") and includes capacities, furnishings, and special features (i.e., audio-visual equipment, etc.). The list does not include departmentally-controlled rooms (e.g., University Center—see directory listings below).

How to Schedule Classrooms and Theaters in the General Inventory

SCHEDULING PROCEDURES VARY DEPENDING ON THE REQUESTOR’S CAMPUS AFFILIATION
PLEASE ALLOW 5 WORKING DAYS TO PROCESS REQUESTS

ACADEMIC DEPARTMENTS
Submit a written “Req1RoomRequest” to the Office of the Registrar to schedule academic events (i.e., academic classes, exams, lectures, and review sessions for academic courses):
- On weekdays during all quarters
- On weekends during finals week and “pre-instructional” days
- In Campbell Hall, Isla Vista Theatre, and Lotte Lehmann Concert Hall on Tuesdays and Thursdays before 2:00pm, and on Mondays, Wednesdays, and Fridays before 3:00pm during fall, winter, and spring quarters

Contact the Office of Student Life Scheduling Office (893-4491) to schedule:
- Review sessions and lectures not related to a specific academic course
- Meetings and special events
- All events on holidays, during quarter breaks, and on weekends (except for academic events on weekends during finals week and “pre-instructional” days)
- All events in Campbell Hall, Isla Vista Theatre, and Embarcadero Hall on Tuesdays and Thursdays after 2:00pm, and Mondays, Wednesdays, and Fridays after 3:00pm (except for academic events during finals week and “pre-instructional” days)

ADMINISTRATIVE AND NON-ACADEMIC DEPARTMENTS
Email request to the Office of Student Life Scheduling Office at OSL1Time@sa.ucsb.edu, or call 893-4491.

CAMPUS ORGANIZATIONS
An authorized signer must submit a Scheduling Space Request form to the Office of Student Life.

OFF-CAMPUS USERS
Contact Business Services at (805) 893-4073.

Popular Facilities in the General Inventory
SEE GENERAL INVENTORY SHEET FOR COMPLETE LISTINGS

Campbell Hall (860)   Girvetz Theatre (206)   Isla Vista Theatre 1 (525) – Located in Isla Vista Life Sciences Building (LSB/Rathmann Hall) (159)
Embarcadero Hall (247) – Located in Isla Vista Harold Frank Hall (formerly Engineering 1) (188) Isla Vista Theatre 2 (148) – Located in Isla Vista

Popular Departmentally-Managed Facilities

Centennial House (40) – Suitable for receptions. Office of Public Events (893-2117)
Cheadle Hall Conference Room (18) – Room 1140 College of Letters & Science Provost’s Office (893-2145)
Chancellor’s Conference Room (34) – Room 5123 Chancellor’s Office (893-2231)
Cliff House (100) – Located in West Campus, overlooks the ocean and has a kitchen, fireplace, and patio area. UCen Scheduling (893-3961)
Engineering/Science Building – Rooms available to departments only. College of Engineering (893-4802)
Events Center (5,842) – Suitable for sports, recreation, and special events. UCen Scheduling (893-3961)
Faculty Club (100-200 depending on set-up requirements) – Suitable for banquets and receptions. Outdoor seating is also available in courtyard and lagoon-view terrace. Three conference rooms are available: one has a capacity of 24; the other two have a capacity of 12 each, or they may be combined for a capacity of 24. The Faculty Club also offers six overnight guest-rooms. The Faculty Club (893-3096)
Graduate Students Association Lounge (75) – Located second floor of UCen above the MultiCultural Center. GSA Office (893-3824)
Hatlen Theatre (350) Dramatic Arts Department (893-3022)
Humanities and Social Sciences Building (HSSB) Amphitheatre (150) – Outdoor venue in the HSSB Courtyard. College of Letters & Science Provost’s Office (893-2406)
Loma Pelona Center (49-148) – Multi-purpose facility located on the west side of the main campus near Manzanita Village. See http://www.housing.ucsb.edu/conferences/pdfs/summsheet-lomapelona.pdf. Housing & Residential Services (893-3072 or reservations@housing.ucsb.edu)
Lotte Lehmann Concert Hall (468) – Generally not available to departments other than Music. Music Department (893-3302)
McCune Conference Room (120) – Humanities and Social Sciences Building (HSSB), Room 6020 On-line reservation request form: www.ihc.ucsb.edu
Mosher Alumni House (25-120) – Suitable for conferences and receptions. Alumni Association (893-2957)