

# ON-CAMPUS FACILITY RENTAL

Many student organizations rent campus spaces for their events. Some examples of paid spaces include the ARC, some rooms in the Memorial Union, and the Student Community Center.

*NOTE: CFC will only fund an event in an on-campus facility if the **student organization has reserved the space prior to applying for CFC funding.***

*NOTE: CFC will only fund room rental costs with an **estimate provided by the reservation coordinator.** [Online estimates](#) will **NOT be considered valid quotes.***

*NOTE: Any facility rental **must be reserved by the student organization** in order for that event to be funded by CFC. CFC will not fund reservations made by a campus department or anyone other than the student organization.*

*Note: Companies will often have facility prices listed on their website. **These are not adequate quotes!** For facilities, you must have the facility confirmed/reserved by the time you're applying and an estimate from the facility manager.*



# ON-CAMPUS FACILITY RENTAL

## Room Reservation Confirmation + Estimate

**CAMPUS RECREATION  
AND UNIONS**  
Event Services

*official quote obtained ahead of time.*

### UC Davis Conference Center

550 Alumni Lane, Davis CA 95616

530-752-2043

**Reservation #**

1406678

*Final Bill*

Event:

Ebony Ball

Event Date:

Saturday, May 31, 14

*Date of event*

Ballroom B, C client time:

5:30p-12:30a

DaFis Recharge #

~~XXXXXXXXXX~~

Contact

~~XXXXXXXXXX~~

Phone

~~XXXXXXXXXX~~

Email Address

~~XXXXXXXXXX@ucdavis.edu~~

**Billing**

*Rental Fees*

Room	# of hrs	Subtotal
Ballroom B, C	7	\$575.00

*AV Fees*

	Qty	Rate	Subtotal
Ballroom C Projector	1	\$80.00	\$80.00
Wireless Mics	1 to 6	\$40.00	\$0.00

*Misc. Fees*

	Qty	Rate	Subtotal
Clean-up General		\$24.00	\$0.00
Ceiling (Balloons)		\$110.00	\$0.00

**Grand Total**

**\$655.00**

*\*Estimate does not include the CES \$40 reservation fee*

*Total Cost*

*Room Reservation Confirmation  
+ Rental Quote*

# ON-CAMPUS FACILITY RENTAL

## Room Reservation Confirmation + Estimate

10/16/2014

11:52 AM

**UC DAVIS**  
**CAMPUS RECREATION AND UNIONS**  
Event Services

EVENT: Finance & Investment Club Career Panel  
RESERVATION #: S: 1409535  
DATE: Thursday November 6, 2014 *Event Date*  
TIME: 7:00pm - 10:00pm

SCC AREAS RESERVED	HOURS	RATE	TOTAL
MPR	3	\$140/4hrs (\$15/hrly)	\$140.00
MEETING ROOM A		4 hours free & \$15.00 hourly	
MEETING ROOM B		4 hours free & \$15.00 hourly	
MEETING ROOM C		4 hours free & \$15.00 hourly	
MEETING ROOM D		4 hours free & \$15.00 hourly	
MEETING ROOM E		4 hours free & \$15.00 hourly	
<b>RENT TOTAL</b>			<b>\$140.00</b>

FACILITY STAFFING	HOURS	RATE	TOTAL
MEETING ROOM SET-UP		\$55.00	\$0.00
EVENT ATTENDANTS		\$11.00	\$0.00
STUDENT MANAGER		\$12.00	\$0.00
CUSTODIAL ATTENDANTS		\$16.00	\$0.00
<b>STAFFING TOTAL</b>			<b>\$0.00</b>

EQUIPMENT RENTALS	DAYS	RATE	TOTAL
Projector- MPR	1	\$30.00	\$30.00
Projector- Meeting Rooms D or E		\$15.00	
Portable Projector		\$15.00	
Wireless Microphones		\$20.00	
Dance Floor		\$50.00	
<b>EQUIPMENT TOTAL</b>			<b>\$30.00</b>

EQUIPMENT PURCHASES	DAYS	RATE	TOTAL
<b>EQUIPMENT TOTAL</b>			<b>\$0.00</b>

OTHER	DAYS	RATE	TOTAL
Zero Waste Disposal Fee		\$0.00	\$0.00
<b>OTHER TOTAL</b>			<b>\$0.00</b>

*Room reservation confirmation + estimate*

**GRAND TOTAL OF BILL** **ESTIMATE \$170.00**

*Total*

# ON-CAMPUS FACILITY RENTAL

## Room Reservation Confirmation + Estimate

11/13/2014 SCC Room Rental 12:30 PM

**UC DAVIS**  
CAMPUS RECREATION AND UNIONS  
Event Services

EVENT: \_\_\_\_\_  
RESERVATION #: S: 1409608  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

SCC AREAS RESERVED	HOURS	RATE	TOTAL
MPR	4	\$140/4hrs (\$15/hrly)	\$140.00
MEETING ROOM A		4 hours free & \$15.00 hourly	
MEETING ROOM B		4 hours free & \$15.00 hourly	
MEETING ROOM C		4 hours free & \$15.00 hourly	
MEETING ROOM D		4 hours free & \$15.00 hourly	
MEETING ROOM E		4 hours free & \$15.00 hourly	
		<b>RENT TOTAL</b>	<b>\$140.00</b>

FACILITY STAFFING	HOURS	RATE	TOTAL
MEETING ROOM SET-UP		\$55.00	\$0.00
EVENT ATTENDANTS		\$11.00	\$0.00
STUDENT MANAGER		\$12.00	\$0.00
CUSTODIAL ATTENDANTS		\$16.00	\$0.00
		<b>STAFFING TOTAL</b>	<b>\$0.00</b>

EQUIPMENT RENTALS	DAYS	RATE	TOTAL
Projector- MPR		\$30.00	
Projector- Meeting Rooms D or E		\$15.00	
Portable Projector		\$15.00	
Wireless Microphones		\$20.00	
Dance Floor		\$50.00	
		<b>EQUIPMENT TOTAL</b>	<b>\$0.00</b>

EQUIPMENT PURCHASES	DAYS	RATE	TOTAL
		<b>EQUIPMENT TOTAL</b>	<b>\$0.00</b>

OTHER	DAYS	RATE	TOTAL
Zero Waste Disposal Fee		\$0.00	\$0.00
		<b>OTHER TOTAL</b>	<b>\$0.00</b>

Zoom reservation confirmation + estimate

**GRAND TOTAL OF BILL** \$140.00

# ON-CAMPUS FACILITY RENTAL

## Room Reservation Confirmation + Estimate

Invoice No. Fall Quote 2014

### UCD Theatre & Dance

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Theatre Recharge

INVOICE

**Customer**

Event: DAS Spring Showcase  
 Sponsor: Dead Arts Society  
 Phone: Theatre Lab A  
 Contact: Matthew Fleenor

**Misc**

Date: 12/5/2014 *Event Date*  
 Permit-No.  
 CEIO Rep  
 Phone

Qty	Description	Unit Price	TOTAL
<b>Theatre Use:</b>			
3	Lab A performance - estimate for 12/3-12/5/2014	\$ 12.00	\$ 36.00
<b>Labor:</b>			
15	Erin Carlson -	\$ 12.00	\$ 180.00
1	Ned Jacobson -	\$ 41.94	\$ 41.94
<b>Expendables:</b>			
SubTotal			\$ 257.94

**Payment**

Davis # \_\_\_\_\_  
 ID # \_\_\_\_\_

**TOTAL** \$ 257.94 *total*

Office Use Only

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Billing Recharge form updated 5/14/2012

*Room reservation confirmation + Rental quote*

## Room Reservation Confirmation ONLY

On-Campus Facility Confirmation & Cost Estimate			
<b>RESERVATION INFORMATION</b>			
EVENT TITLE: Imani Clinic 5K Fun Run	STATUS: CONFIRMED		
RESNUM: 01310362	COORDINATOR: RSO COORDINATOR		
PERMIT ISSUED: Thu Feb 06, 2014 11:10 PM	EMAIL:		
CATEGORY: Special Event	PHONE: (530) -		
<b>CLIENT INFORMATION</b>			
CONTACT: D L	EMAIL: dd @ucdavis.edu		
ORGANIZATION: Imani Clinic	PHONE: (559) 410-0364		
ADDRESS:	FAX: (530) -		
<b>BILLING INFORMATION</b>			
CLIENT DAFIS: 3-8060127	CEVS DAFIS: NONE		
BILL CONTACT: Desiree Lovette	BILL EMAIL: ddlovette@ucdavis.edu		
BILL ADDRESS:	BILL PHONE: (559) 410-0364		
<b>ESTIMATED CHARGES</b>			
ESTIMATED CHARGES: (Please note these charges represent rental only and do not include additional facility charges such as labor, facility attendant, special opening, audio visual, etc. Please contact the facility manager for a comprehensive estimate.)			
<u>SUMMARY OF CHARGES:</u>			
FACILITY RENTAL:	\$0.00	CEVS CHARGES:	\$240.00
SECURITY:	\$0.00	OTHER:	\$0.00
		TOTAL:	<b>\$240.00</b>
<b>PENDING APPROVAL FACILITY USES</b>			
FACILITY USE ID: 01310362-201404060			
<b>EAST QUAD AREA</b>	<b>SUN 04/06/2014</b>	<b>EST ATT: 400</b>	
RES TIME: ON FILE	CLIENT TIME: 08:00AM to 03:00PM	EVENT TIME: 08:00AM to 03:00PM	
<u>FAC CHRGS:</u>			
CHRG ID	DEPT	SERVICE	AMOUNT
RST-221525	CONFERENCE & EVENT	CES Reservation Fee	\$40.00

## Room Reservation Confirmation ONLY

10/16/2014

Gmail - For Invisible War - CEMS approvals processed



### For Invisible War - CEMS approvals processed

Megan Kennedy <mkenedy@ucdavis.edu> Wed, Oct 1, 2014 at 12:10 PM  
To: Yolanda T. [REDACTED]@ucdavis.edu, Victor [REDACTED]@ucdavis.edu, Cameron [REDACTED]@ucdavis.edu, Matthew [REDACTED]@ucdavis.edu, Abby [REDACTED]@ucdavis.edu  
Cc: Davis Veteran <davisstudentveteran@gmail.com>

FYI

----- Forwarded message -----  
From: <ues@ucdavis.edu>  
Date: Wednesday, October 1, 2014  
Subject: CEMS approvals processed  
To: [REDACTED]@ucdavis.edu

Megan Kennedy,

All facility approvals have been processed for: Invisible War Documentary Screening. Your event has been confirmed with the facility uses you requested.

Please note that additional charges could be assessed by the facility manager and/or campus service units for rental fees, staffing, facility attendants, custodial, audio visual, etc. These services and fees are not coordinated through our office and will not be added to your permit.

The following facility use was approved:

- 11/05/2014 06:00 PM-09:00 PM MULTI-PURPOSE ROOM  
Approver: STUDENT COMMUNITY CENTER

You can view more information about the facility manager approvals at <http://ces.ucdavis.edu/cems/index.cfm?fuseaction=approval.approvalStatus&resnum=01410519>.

If you have any questions please contact [ues@ucdavis.edu](mailto:ues@ucdavis.edu).

Reservation  
Confirmation

Megan [REDACTED]  
Philosophy and Political Science  
University of California, Davis  
Interim President  
Davis Student Veteran Organization (DSVO)

Transfer Reentry Veterans (TRV) Center  
1210 Dutton Hall  
University of California Davis  
Transfer/Reentry: (530) 752-2200  
Veterans (530) 752-2020



# ON-CAMPUS FACILITY RENTAL

## Room Reservation Confirmation ONLY

### UC DAVIS CAMPUS EVENTS AND VISITOR SERVICES FACILITY PERMIT

Campus Events and Visitor Services  
University of California  
442 Memorial Union  
One Shields Avenue  
Davis, CA 95616  
Phone: 530-747-3830  
Fax: 530-747-3853  
<http://www.cevs.ucdavis.edu>

University departments and student groups that sponsor activities are responsible for providing reasonable accommodation to any eligible participant with a disability. The sponsoring group is also responsible for all event related costs, including the costs of funding any accommodations that are necessary to provide persons with disabilities access to the event. Events include, but are not limited to: meetings, conferences, lectures, workshops, rallies, athletic competitions, and entertainment and social functions. If you are planning an event, click here for help [making your event accessible](#).

If you are attending an event at the University and need a disability-related accommodation, contact the department or group sponsoring the event as soon as possible. Please be aware that advance notice may be necessary to provide the requested accommodation.

#### NOTES:

- Rental rates are subject to change without notice throughout the fiscal year.
- Reservations in classroom space cannot be guaranteed due to instruction priority. Every effort will be made to schedule alternative space if a reservation must be bumped.
- If a room is not open, please call 752-1831 for classrooms or the number posted for all facilities. Please be prepared to show this Permit.
- Please email all cancellation requests or changes to an existing reservation to [cevs@ucdavis.edu](mailto:cevs@ucdavis.edu).
- The \$40 reservation fee will become non-refundable as of September 1, 2011 even if the reservation is cancelled. Prior to September 1, a reservation cancellation fee of \$20.00/facility use will apply for cancellations in paid facilities and facilities with associated costs.
- Facility cancellation fees will apply if your request is received after the last cancel date.

#### RESERVATION INFORMATION

EVENT TITLE: CYC Information Session	STATUS: TENTATIVE
RESNUM: 01413010	COORDINATOR: RSO COORDINATOR
PERMIT ISSUED: Thu Nov 13, 2014 3:36 PM	EMAIL:
CATEGORY: Special Event	PHONE: (530) -

#### CLIENT INFORMATION

CONTACT: <del>4499@ucdavis.edu</del>	EMAIL: <del>h4499@ucdavis.edu</del>
ORGANIZATION: Consult Your Community	PHONE: <del>(530) 747-3830</del>
ADDRESS:	FAX: (530) -

#### BILLING INFORMATION

CLIENT DAFI: <del>4499@ucdavis.edu</del>	CEVS DAFIS: NONE
BILL CONTACT: <del>4499@ucdavis.edu</del>	BILL EMAIL: <del>h4499@ucdavis.edu</del>
BILL ADDRESS:	BILL PHONE: <del>530-747-3830</del>

#### ESTIMATED CHARGES

ESTIMATED CHARGES: (Please note these charges represent rental only and do not include additional facility charges such as labor, facility attendant, special opening, audio visual, etc. Please contact the facility manager for a comprehensive estimate.)

##### SUMMARY OF CHARGES:

FACILITY RENTAL:	\$0.00	CEVS CHARGES:	\$0.00
SECURITY:	\$0.00	OTHER:	\$0.00
		TOTAL:	\$0.00

#### ACTIVE FACILITY USES

CONFIRMED FACILITY USE ID: 01413010-20150115		
126 WELLMAN	TUE 01/13/2015	EST ATT: 40
RES TIME: ON FILE	CLIENT TIME: 06:30PM to 08:30PM	EVENT TIME: 07:00PM to 08:00PM
<b>NOTES:</b>		
<ul style="list-style-type: none"> <li>No use of colored chalk on the blackboards in General Assignment Classrooms</li> <li>No furniture is to be removed from any classroom. Additional furnishings to be used for an event may only be present for the event and must be removed immediately upon conclusion. Tape to be used on signs/posters must be painters tape and must be completely removed from all surfaces at the conclusion of the event.</li> </ul>		
CONFIRMED FACILITY USE ID: 01413010-20150115		
126 WELLMAN	THU 01/15/2015	EST ATT: 40
RES TIME: ON FILE	CLIENT TIME: 06:30PM to 08:30PM	EVENT TIME: 07:00PM to 08:00PM
<b>NOTES:</b>		

Room Reservation confirmation only