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### **Lotte Lehmann Concert Hall**

Capacity: 468. Usually not available for events outside of the Music Department. Contact the Music Department at 893-3302.

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### **McCune Conference Room**

Capacity: 120. Located at Humanities and Social Sciences Building (HSSB), Room 6020

- To schedule: On-line form: [www.ihc.ucsb.edu](http://www.ihc.ucsb.edu)

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### **MultiCultural Center**

Capacity: 150. Located in the UCen, this theatre is reserved for events that promote cultural awareness and understanding.

- To schedule: Contact the MultiCultural Center at 893-8411.

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### **Old Little Theatre**

Capacity: 100. Located in Building 494. Contact the College of Creative Studies at 893-5319.

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### **Recreation Facilities**

Campus Pool

Harder Stadium-Capacity: 16,000

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

Racquetball Courts (5)

Squash Courts (2)

Lobby Courtyard

Garden Courtyard

Robertson Gym:

Main Floor-Capacity: 3,500

Room 2120-Large area, wooden floors

Room 2320-Large Area, wooden 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

- To schedule individual reservations for the tennis courts: Visit the Recreation Office.
- To schedule group reservations for the tennis courts: Contact Recreation Center Scheduling at 893-2183.
- For all other requests: Contact Recreation Center Scheduling at 893-2183.

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### **Residence Halls**

Several Residence Halls have classrooms that are available for academic classes.

- To schedule: Contact the Office of Residential Life at 893-3281.

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### **Storke Plaza**

Capacity: 3000. Large outdoor courtyard located in front of the University Center.

- To schedule: Contact the Office of Student Life Scheduling Office at 893-4491.

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### **Student Resource Building (SRB)**

- To schedule: Contact the SRB Information Center at 893-6076.

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### **University Center**

Seven conference rooms and a large pavilion are available:

Chumash Room-Capacity: 20

Goleta Valley Room-Capacity: 20

SB Mission Room-Capacity: 40

Lobero Room-Capacity: 63

Flying A Studios Room-Capacity: 80

SB Harbor Room-Capacity: 80

State Street Room-Capacity: 80

Corwin Pavilion-Capacity: 639

The Hub-Capacity: 800

- To schedule: Contact UCen Scheduling at 893-3961.



**SRB 2260 • 893-4491**

This brochure is also located on-line at [www.sa.ucsb.edu/osl](http://www.sa.ucsb.edu/osl).

For special arrangements to accommodate a disability, please contact the

Office of Student Life Scheduling Office at 893-4491.

# Scheduling Facilities

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## Classroom Scheduling Procedures

Many of the classrooms and theatres on campus are scheduled through the Office of Student Life Scheduling Office or through the Office of the Registrar. Scheduling procedures vary depending on the type of event planned (academic or non-academic), the date and time desired, and the requestor's campus affiliation.

An inventory list of rooms that can be scheduled is available for review at the OSL Scheduling Office (SRB 2260). This list does not contain UCen rooms (see University Center listing) or other departmentally-controlled rooms. Information regarding room capacity, furnishings, and special features (i.e.: audio-visual equipment, etc.) is included on the list. Please allow 5 working days to process requests.

### ACADEMIC DEPARTMENTS:

*When do I submit a written "Req1Room Request" to the Office of the Registrar?*

- To schedule academic events on weekdays during Fall, Winter, and Spring Quarters (i.e.: academic classes, examinations, lectures, and review sessions for academic courses)
- To schedule academic events on weekends during Finals Week and "Pre-Instructional" days
- To schedule academic events in Campbell Hall, Isla Vista Theatre, and Lotte Lehmann Concert Hall on Tuesdays and Thursdays before 2:00 PM, and on Mondays, Wednesdays, and Fridays before 3:00 PM

*When do I contact the Office of Student Life Scheduling Office (893-4491)?*

- To schedule review sessions and lectures not related to a specific academic course, as well as all meetings and special events
- To schedule all events on holidays, during quarter breaks, and on weekends (except for academic events on weekends during Finals Week and "Pre-Instructional" days)
- To schedule all events in Campbell Hall, Isla Vista Theatre, and Embarcadero Hall on Tuesdays and Thursdays after 2:00 PM, and Mondays, Wednesdays, and Fridays after 3:00 PM (except for academic events during Finals Week and "Pre-Instructional" days)

*When do I submit a written request to the Summer Sessions office (893-7053)?*

- To schedule academic events on weekdays during Summer Session.

### ADMINISTRATIVE AND

#### NON-ACADEMIC DEPARTMENTS:

- To schedule: Email request to the Office of Student Life Scheduling Office at OSL1Time@sa.uscb.edu, or call 893-4491.

#### CAMPUS ORGANIZATIONS:

- To schedule: An authorized signer must submit a Space Request form to the Office of Student Life Scheduling Office, SRB 2260.

#### OFF-CAMPUS USERS:

- To schedule: Contact the Purchasing department in Business Services Department at 893-4073.

## Index to Campus Facilities

### Campbell Hall

Capacity: 860. See Classroom Scheduling Procedures.

### Campbell/Cheadle Plaza

Capacity: 2000. Contact the Office of Student Life Scheduling Office at 893-4491.

### Centennial House

Capacity: 40. Suitable for receptions.

- To schedule: Contact the Office of Public Events at 893-2117.

### Cheadle Hall Rooms

Three conference rooms are available:

- Room 1140-Capacity: 18
- Room 5123-Capacity: 34 (Chancellor's Conference Room)
- To schedule Cheadle Hall, Room 5123: Contact the Chancellor's Office at 893-2231.
- For all other requests: Contact the College of Letters & Science Provost's Office at 893-2145.

### Cliff House

Capacity: 100. Located in West Campus, overlooking the Pacific Ocean, it has a kitchen facility, fireplace, and outside patio area.

- To schedule: Contact UCen Scheduling at 893-3961.

### Conference Rooms

See Classroom Scheduling Procedures, Cheadle Hall Rooms, Cliff House, Faculty Club and University Center listings.

### Embarcadero Hall

Capacity: 247. Located in town of Isla Vista. See Classroom Scheduling Procedures.

### Engineering/Science Building

Three rooms available to departments only.

- To schedule: Contact College of Engineering at 893-4802.

### Events Center

Capacity: 5,842. Suitable for sports, recreation, and special events.

- To schedule: Contact UCen Scheduling at 893-3961.

### Faculty Club

Capacity: 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.

- To schedule: Contact The Faculty Club at 893-3096.

### Faculty Club Green

Capacity: 8,000. Contact the Office of Student Life Scheduling Office at 893-4491.

### Girvetz Theatre

Capacity: 206. See Classroom Scheduling Procedures.

### Graduate Students Association Lounge

Capacity: 75. Located second floor of UCen above the MultiCultural Center. Contact GSA Office at 893-3824.

### Harold Frank Hall (formerly Engineering 1)

Capacity: 188. See Classroom Scheduling Procedures.

### Hatlen Theatre

Capacity: 350. Contact Dramatic Arts Department at 893-3022.

### Humanities and Social Sciences Building

#### (HSSB) Amphitheatre

Capacity: 150. Outdoor venue located in HSSB Courtyard. Contact the College of Letters & Science Provost's Office at 893-2406.

### Isla Vista Theatres

Large theatre (IV1) capacity: 525; small theatre (IV2) capacity: 148. Located in town of Isla Vista. See Classroom Scheduling Procedures.

### Life Sciences Building (LSB)/Rathmann Hall, Room 1001

Capacity: 159. See Classroom Scheduling Procedures.