

Marine Science Building Conference Room Information

The Marine Science Building (MSB) is to be used primarily for events that are in support of the mission and activities of the Marine Science Institute (MSI). When necessary, competing requests will be prioritized by the Director or Deputy Director of the Institute.

Procedure

Requests for use of MSB space for meetings should be made by completing the form directly from [MSB Conference Room Reservations](#). Please note your room is confirmed upon receipt of email confirmation from reservations@msi.ucsb.edu.

MSI staff will review and respond to all requests. Requests will be reviewed as quickly as possible and additional information about the event may be requested as needed. Please note that MSI does not have staff available to help coordinate conference or workshop activities. **All requests for space should be made as soon as possible but not less than one week before the event.**

General Guidelines

1. The Director or Deputy Director of the Marine Science Institute and senior management staff will determine the suitability of a particular event for MSB space. Priorities will be established by the Director or Deputy Director.
2. All event details must be handled by the organizer/user requesting the space.
3. MSB is intended primarily as a location to support the research and teaching missions of the Marine Science Institute. Priority for use of the facilities will be given to researchers and programs directly connected with MSI.
4. Unless allowed for as an exception to policy, rooms in MSB may not be used as regular meeting places for campus departments or as classrooms for regularly scheduled classes, but may be used for one-time only instructional events (capacity is from 20-90).
5. Catering is allowed with prior approval and in accordance with UCSB Policy, Food Services <https://www.ehs.ucsb.edu/riskmanagement/catering-services>.
UCEN Catering is now required to be used for any food to be delivered and set up.
6. Room set up and restoration is the responsibility of the event organizer/user. For additional assistance, contact [Furniture Services](#) and submit an online request several weeks prior to your event.

7. MSB conference rooms are equipped with data projectors, computers, DVDs, and video players. Training for use of this equipment should be arranged in advance of the event. For additional A/V needs contact help@msi.ucsb.edu.
8. The event organizer/user is responsible for all rentals and must be present when they are delivered and picked up.
9. Users must furnish all other supplies, including additional chairs, tables, umbrellas and heaters. Currently there is very little balcony furniture.
10. All parking needs must be handled by the event organizer/user. Transportation Services should be contacted for loading and unloading permits, specially-marked visitor stalls, and bus parking.
11. Room keys can be obtained from the MSI administrative offices located on the 4th floor of MSB, please contact via reservations@msi.ucsb.edu.
12. The organizer/user is responsible for: turning off all lights, taking trash and recycling to outside receptacles, turning off all equipment, returning the room to its original condition, cleaning white boards, securing windows and doors, disinfecting all chairs and tables, and returning keys promptly. For those rooms that have kitchen facilities the user is also responsible for ensuring that refrigerators, sinks and counter areas are returned to their original condition including cleaned and disinfected.
13. Users will be charged for any additional cleaning expenses and repair of damage.