UCSC Arboretum & Botanic Garden
Facility Rental Inquiry Form

To inquire about renting one of the Arboretum’s indoor or outdoor facilities, please answer the questions below and email a scanned copy of this form to arboretum@ucsc.edu.

Preferred date for your event: _______________  Alternate date (optional): _______________

Which facility/facilities are you interested in?

**Indoor**
- _____Hort 2 Meeting Hall
- _____The Jean & Bill Lane Library

**Outdoor**
- _____Hort 2 Patio (as add-on to Hort 2 Meeting Hall)
- _____The Australian Rock Garden and Group Picnic Area

Group size? (Check capacity numbers on Arboretum Rentals webpage) ________________

UCSC Department OR off-campus business name
________________________________________________________

Your full name________________________________________________________

Your email________________________ Phone________________________

**Event times:**
Set up start time: ______________
Event start time: ______________
Event end time: ______________
Clean up and out of Arboretum by: ______________ (Arb closes at 5pm. After Hours not available)

Preferred wording on Directional Signage: ____________________________________________________________________________

Requesting Set-Up? ($150)  Yes____  No____

Rent the use of our projector? ($40/day)  Yes____  No____

Note: off campus renters must obtain a certificate of insurance and pay a fully refundable $500 deposit for damages. Deposit must be paid by CHECK, to UC Regents.

If this is a wedding, additional fees and restrictions apply. Please email Katie Cordes at cscordes@ucsc.edu.