

# 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](mailto:arboretum@ucsc.edu).

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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](mailto:cscordes@ucsc.edu).