NSB MEETING SPACES HOUSEKEEPING GUIDELINES

Please pass this information on to your hosted group.

NSB Auditorium 1205

- Return chairs to original meeting space default (classroom style). Failure to do so will result in a fee charged by Facilities.
- Tables & linen will need to be requested through Facilities Management (wsc@ucsd.edu) or through your own department. Once event is finished, break down facilities tables and move to the side for pick up.
- Charges will also incur in the event of equipment loss or room damages
- Turn-off lights after use

NSB Atrium/Terrace:

- Dispose of ANY left-over catering and/or beverages. Please dispose any trash in the dumpster outside the NSB (south of bldg). If trash is not disposed a housekeeping fee may apply.
- Catering set-up (tables, chairs, & linen) will need to be requested through Facilities Management (wsc@ucsd.edu) or through your own department. Once event is finished, break down facilities tables and move to the side for pick up.

NSB Terrace:

- Grill should be as far-away from the building as possible; away from direction of where the 1st Floor ‘in-take’ is located. Grill should be placed on the far west-end of terrace in order to adhere to the building code which is 25 ft. away from the building.
- No wood chips or coal briquettes
- A fire extinguisher is available near-by