

UCLA LUSKIN SCHOOL OF PUBLIC AFFAIRS ROOM REQUEST UCLA CAMPUS COMMUNITY (NON-LUSKIN)

To request rental use of rooms in the Public Affairs Building, please provide the following. All events held in the Public Affairs Building must be in compliance with UCLA Events Office policies and guidelines. (See <http://www.events.ucla.edu/> for an overview or <http://www.eol.ucla.edu/notice1.htm> for specific event policies.)

Event Organizer/Applicant's Name _____
(This person must be registered with UCLA Events Management Events Online system (eol2.ucla.edu/))

Department _____

Daytime Telephone _____ Email _____

Event Name _____

Event Day/Date _____ Estimated attendance _____

Event set up time _____ Event strike time _____

Event actual begin/end time _____

Event type (conference, social gathering, etc.) _____

Please check applicable items listed below. See <http://www.eol.ucla.edu/notice1.htm> for University policies and procedures.

VIP Speaker Alcohol provided Food served Indoor/Outdoor sound

Room Rates:

Space	Max Occupancy	Rate
<input type="checkbox"/> Conference Room 3333	20	1-4 hours, \$250/hr; 4-10 hours, \$500 flat
<input type="checkbox"/> Lounge/Commons 3383	25	1-4 hours, \$100/hr; 4-10 hours, \$500 flat rate
<input type="checkbox"/> Patio	100	1-4 hours, \$175/hr; 4-10 hours, \$875 flat; 10+ hours, \$200/hr
<input type="checkbox"/> Terrace	300	1-4 hours, \$175/hr; 4-10 hours, \$875 flat; 10+ hours, \$200/hr
<input type="checkbox"/> Classroom 2355	100	1-4 hours, \$175/hr; 4-10 hours, \$875 flat; 10+ hours, \$200/hr
<input type="checkbox"/> Classroom 2343	60	1-4 hours, \$125/hr; 4-10 hours, \$625 flat; 10+ hours, \$125/hr
<input type="checkbox"/> Classroom 3343	36	1-4 hours, \$100/hr; 4-10 hours, \$500 flat rate
<input type="checkbox"/> Classroom 4320	20	1-4 hours, \$100/hr; 4-10 hours, \$500 flat rate
<input type="checkbox"/> Classroom 4357	36	1-4 hours, \$100/hr; 4-10 hours, \$500 flat rate
<input type="checkbox"/> Classroom 4371	36	1-4 hours, \$100/hr; 4-10 hours, \$500 flat rate