

UCLA SCHOOL OF PUBLIC AFFAIRS COMMONS (ROOM 3383)

GUIDELINES FOR USE

UCLA Policy #860.EV124

I) GENERAL

Indoor areas of the campus may be reserved for activities and programs in accordance with existing University policies, campus regulations, and specific restrictions applicable to each area.

Any use of indoor areas must not significantly interfere with classes, offices, Official University functions, or unreasonably disrupt the peace and quiet of the campus and the community adjacent to the campus.

These guidelines for use apply to the area known as the School of Public Affairs (Pub Aff) 3rd Floor Commons. The Pub Aff 3rd Floor Commons are for the use of Pub Aff faculty, staff and students.

II) ACTIVITIES

All activities in the School Commons assume compliance with all UCLA activities and can include the following:

- Breakfasts, Lunches, Dinners
- Receptions
- Picnics
- Displays and Exhibits
- Seminars and presentations

III) MAXIMUM CAPACITY LIMITS

A maximum capacity of 25 people will be allowed in the Pub Aff Commons.

IV) SCHEDULING

- 1) Scheduled by School of Public Affairs (Pub Aff) External Programs and Operations staff.
- 2) Scheduled as a Pub Aff space; available to Pub Aff affiliates on a first come, first served basis.
- 3) All Pub Aff scheduling policies apply.

V) AMPLIFIED SOUND

- 1) Activities generating amplified sound Monday through Friday, 8:00 am – 6:00 pm of any given academic quarter will not be scheduled in Commons.
- 2) All requests for amplified sound must be approved by the School of Public Affairs.

VI) GENERAL GUIDELINES

- 1) The presence of a Pub Aff event manager may be required for events held in the Pub Aff Commons. The cost of staffing will be the responsibility of the sponsoring organization. In lieu of an event manager, an appropriate designee from the School of Public Affairs shall be present and shall coordinate all aspects of the proposed event to insure adherence to University policies and Fire and Life Safety regulations.

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- (a) When required, a Pub Aff event manager will be responsible for oversight of all venue service requirements including the ordering and installation of rentals (tents, canopies, tables, chairs, etc.).
 - (b) When required, a Pub Aff event manager will be responsible for on-site supervision of the event and adherence to all University event guidelines and policies.
 - (b) Determination of the need for an on-site event manager will be made by Pub Aff on a case-by-case basis depending upon the size, scope and nature of the event.
- 2) The School of Public Affairs will be responsible for approval of Time, Place and Manner of all activities in the Commons and Lounge.
 - 3) Delivery vehicles must be supervised by the appropriate representative and must keep all roadways and walkways open at all times.
 - 4) Delivery vehicles may not park or otherwise block any fire lanes.
 - 5) Reasonable pedestrian access must be maintained to walkways, building, building entrances and exits and disabled ramps.
 - 6) "Kitchen" sites are allowed as long as they fall within acceptable School, University and Fire and Life Safety regulations. Charcoal barbecue pits or similar barbecuing equipment is not allowed in any University outdoor venues. Propane barbecue equipment, sternos, hot plates, etc. must be approved in advance and comply with fire code regulations.
 - 7) Food sales and service must comply with approved UCLA guidelines. In general, temporary food service permits are required whenever a university organization intends to serve food on the campus. Environmental Health & Safety (EH&S) is concerned with the possible transmission of food related illnesses as a result of improper preparation or handling of foods. Food must be handled in a hygienic manner at all times, keep stored food at the stand to a minimum, and consumed immediately after cooking. Maintain proper food temperatures for storage and serving, keep foods covered. Use clean and proper serving utensils. Do not allow people who are sick to work with or distribute food.
 - 8) Parking arrangements for events on the Patio and/or Terrace should be made through University Special Events Parking.
 - 9) Walk-through by a Pub Aff representative and/or sponsoring department representative for damage assessment may be required upon commencement of load-in and completion of strike.
 - 10) Supplemental lighting subject to approval.
 - 11) Food/drink/alcohol distribution must be in compliance with Pub Aff and UCLA Policies including Health Code and ABC regulations.

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12) Damage deposit and/or Maintenance Fee may be required.

13) Fire Lanes must be maintained clear and free of obstructions at all times.

VII) SERVICE REQUIREMENTS

(Pub Aff External Programs may secure or recommend the following services on the user's behalf)

1) SPA External Programs

(a) Tables, chairs and other rental items may be coordinated through or recommended by SPA External Programs.

(b) All event coordination and event services may be secured through or recommended by SPA External Programs.

2) Facilities Management

(a) Use of heavy equipment or staging may be restricted and require Facilities Management approval.

(b) Additional trash cans will be required for food/literature distribution.

(c) Access to electrical power secured through Facilities Management.

(d) Ballard removal requires Facilities Management approval and work order.

(e) Restrooms in the adjacent buildings require a Facilities Management Custodial Order for openings, cleaning and closing on all events.

3) UC Fire Protection Division (UCFPD):

(a) A scaled drawing of the event and all fire and life safety issues must be submitted and reviewed by UCFPD. Events not gaining approval will be disallowed.

(b) All staging must be: a) free standing; b) located in accordance with Fire and Life Safety regulations; c) approved by UCFPD.

VIII) RESTRICTIONS

1) No vehicle staging or parking in or on the Fire Lanes will be allowed.

2) Vehicles access is restricted on the campus and will be allowed only on the perimeter walkways with prior approval.

3) Vehicles must stay within the fire lanes (permission of the Campus Fire Marshal is mandatory).

4) Vehicles are not allowed on grass surfaces at anytime.