

# **UCLA SCHOOL OF PUBLIC AFFAIRS PATIO AND TERRACE GUIDELINES FOR USE UCLA Policy #860.EV126**

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## **I) GENERAL**

Outdoor 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 outdoor areas must not significantly interfere with 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 rooftop area known as the School of Public Affairs (Pub Aff) 3rd Floor Terrace and the Pub Aff Patio. The Pub Aff 3rd Floor Terrace and Patio are for the use of Pub Aff faculty, staff and students.**

## **II) ACTIVITIES**

All activities on the Patio and/or Terrace 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 500 people will be allowed on the Terrace, 100 for the Patio.

## **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 on the Patio and/or Terrace.
- 2) All requests for amplified sound must be approved by UCLA Student Organization Leadership and Enrichment (SOLE).
- 3) Additional approvals for amplified sound may be required from PUB AFF.

## **VI) GENERAL GUIDELINES**

- 1) The presence of a PUB AFF event manager may be required for events held on the Patio and/or Terrace. 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.
  - (c) Determination of the need for an on-site event manager will be made by PUB AFF in consultation with the UCLA Events Office, on a case-by-case basis depending upon the size, scope and nature of the event.
- 2) The School of Public Affairs, in cooperation with SOLE, will be responsible for approval of Time, Place and Manner of all activities on the Patio and/or Terrace.
  - 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 must be approved in advance and comply with fire code regulations.
  - 7) Parking arrangements for events on the Patio and/or Terrace should be made through University Special Events Parking.
  - 8) 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.
  - 9) Supplemental lighting subject to approval.
  - 10) Food/drink/alcohol distribution must be in compliance with PUB AFF and UCLA Policies including Health Code and ABC regulations.
  - 11) Damage deposit and/or Maintenance Fee may be required.
  - 12) 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) **PUB AFF External Programs**
  - (a) Tents, canopies, tables, chairs and other rental items may be coordinated

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through or recommended by PUB AFF External Programs.

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

## 2) Facilities Management

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

(b) Additional trash cans, dumpsters and grounds 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 tents 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.

5) No tents will be allowed to be tied off to trees, light poles or other structures.

6) General Outdoor Venues do not have potable (drinking) water.