

### UCLA LUSKIN SCHOOL OF PUBLIC AFFAIRS EVENT/ROOM REQUEST – STAFF AND FACULTY

To request use of rooms in the Public Affairs Building, reserve the space with appropriate School or Department representative and provide the following to the UCLA Luskin School of Public Affairs Event Manager. 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 event policies.)

Event Organizer/Applicant Name \_\_\_\_\_  
 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.) \_\_\_\_\_  
 Speaker (Name and Org): \_\_\_\_\_

*\*Weekend events incur additional fees*

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

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| <p><b>Room(s) Requested:</b></p> <input type="checkbox"/> 3383<br><input type="checkbox"/> Commons<br><input type="checkbox"/> Collaboration Room<br><input type="checkbox"/> Covered Patio<br><input type="checkbox"/> Rooftop Terrace<br><input type="checkbox"/> 3333 (Conf. Room)<br><input type="checkbox"/> 5391 (Faculty Lounge)<br><input type="checkbox"/> 4371<br><input type="checkbox"/> 4357<br><input type="checkbox"/> 4320<br><input type="checkbox"/> 3343<br><input type="checkbox"/> 2355<br><input type="checkbox"/> 2343<br><input type="checkbox"/> Other classroom: _____ | <p><b>Food:</b></p> <input type="checkbox"/> Will be served<br><input type="checkbox"/> Needs to be heated<br><input type="checkbox"/> Caterer: _____   | <p><b>Facilities Requests (if serving food for 30+ attendees):</b></p> <input type="checkbox"/> Compost bins #: _____<br><input type="checkbox"/> Recycle bins #: _____<br><input type="checkbox"/> Trash \$5/box: _____<br><b>Total \$:</b> _____<br><i>Compostable and recycling disposals: \$84 delivery fee, up to 10 total included</i><br><i>Trash: \$84 delivery fee, \$5/box</i> |
|  | <p><b>Alcohol:</b></p> <input type="checkbox"/> Served at no charge<br><input type="checkbox"/> Sold<br><input type="checkbox"/> Bartender: _____   | <input type="checkbox"/> Indoor/outdoor sound (of any kind)<br><input type="checkbox"/> Vendor: _____  |
|  | <input type="checkbox"/> Registration Required<br><input type="checkbox"/> Guests will be invited<br><input type="checkbox"/> Mode of invitation: _____<br><small>(i.e., Eventbrite, email, flyers, Facebook, etc.)</small> |  |

**Authorization**

Please indicate one senior staff member from your department/school who will accept responsibility for 1) the event being in compliance with university policies and 2) the event will be covered by funds that the senior staff member controls. The senior staff member will be e-mailed a copy of the application.

Authorized Signatory’s First and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_

(This address MUST be accurate in order for your event application to be processed)

Submit form to:

[roomrequest@luskin.ucla.edu](mailto:roomrequest@luskin.ucla.edu)

3250 Q, Public Affairs Building

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|---|
| <p>For Internal Use Only:<br/>                 Luskin Events Approval Date: _____<br/>                 EOL ID#: _____<br/>                 FSR #: _____</p> |
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**Staff/Faculty**