

Luskin School of Public Affairs Building Room Request Guidelines

Reserving classrooms, conference rooms, and other event spaces:

1. Only student organizations that are registered through SOLE may reserve rooms at the Luskin School of Public Affairs.
- 2a. For general classrooms or conference rooms, request specific room(s) in person or via e-mail from the department admin staff located in the 3rd floor departmental offices. Be prepared with alternate dates, times, and locations (no more than 5 at a time). *Note: Luskin departmental staff cannot immediately reserve general assignment classrooms (first floor, second floor- excluding 2343 and 2355). Please allow a week for room confirmation of general assignment rooms.*
- 2b. To reserve the School Commons, Patio, Terrace, make the request in person or via-email to the Events Manager located in the Dean's office.
3. Review the Guidelines and Policies for the space requested.
4. Email or give a completed Room Request Form to the Events Manager for review. *Note: the Student Representative requesting the room needs to be one of the three persons registered with SOLE as an Applicant/Event Organizer.)* Allow **one week** for review and submission. Organizer may be contacted during this time when more information is required.
5. The event will be scheduled online with the University by the Events Manager. This will notify SOLE to email online instructions to the person listed as an applicant/event organizer for the student group. SOLE will then review the event request for approval.
- 6a. The system automatically calculates application timing/processing. Normal: the event is 18 or more days from the scheduling date. Scheduled event is **deactivated after 4 days** if organizer has not completed the application online. Fast: the event is 5-17 days from the scheduling date and the event is **deactivated after 48 hours** if the organizer has not completed the application online.
- 6b. If the application is deactivated, the Applicant/Event Organizer must send an email to the Events Manager to reactivate the application. Once the application is reactivated, it will be re-sent to the Applicant/Event Organizer for submission.
7. Once the application is approved, SOLE will send a confirmation to the Applicant/Event Organizer and the Events Manager will receive a copy.
8. Following an event, all classrooms must be reset to its original conditions, including: A/V equipment and lights must be shut off, all food waste disposed, tables and chairs must be placed to their original placement.*

Facilities Services

1. If food will be served, a facilities service request (FSR) must be placed for additional trash bins or clear streams, and trash removal.
2. Student organizations may opt to take their own trash out to the bins near LuValle.
3. Organizations are required to provide a check made out to *UC Regents* for the cost of an FSR if a student group opts to not create one. Checks will be returned to the organization if there are no issues with the reserved space.
4. All tabletops need to be wiped of food and beverage debris after your event.
5. Fees may be incurred for use of the building before 8am and after 5pm on weekdays and on weekends and holidays. A request must be made to unlock and lock building doors.

Food

1. Caterers must be an approved UCLA vendor.
2. If paid for by the department, please go through their administrative staff for booking and payment.
3. Events manager **MUST** be notified if there will be any food cooked or heated at the event in order to have this cleared with the fire marshal. No electric burners or open flames are permitted in the classrooms or conference rooms. No exceptions.
4. All guidelines by the fire marshal must be followed. If not, event is subject to immediate closing.
5. Events Manager will discuss additional FSR requirements as needed.

Alcohol

1. If serving alcohol at the event, please review the UCLA Alcohol Policy.
2. If serving alcohol, heartier provisions **MUST** be provided. For instance, menus consisting of only cheese, fruit, or crackers are not acceptable.
3. A bartender must be hired to serve alcohol and be held responsible. Bartenders must be sure that those served alcoholic beverages are 21 and over. Events Manager and department must be given bartender information prior to the event. Bartenders should have the contact information of the organizer and the Events Manager.
4. No more than two alcoholic beverages can be served per attendee within a two-hour period.
5. Alcohol is limited to beer and wine, and will be considered on a case-by-case basis after consultation with the organization's department and SOLE advisors.

6. A departmental faculty or staff must be present if alcohol is served at your event.

After-hours, Weekends, and Holidays

1. An event is considered “after-hours” if it is not within 8am-5pm.
2. An FSR must be created to request unlocking and locking building doors after-hours on weekdays and on weekends and holidays. Fees will apply and are the responsibility of the organization.
3. A faculty or staff representative must be on-site and present for any event taking place at these times.

Rentals and Audio Visual Services

1. Most classrooms and conference rooms are already equipped with AV capabilities. If your needs extend beyond what is provided, you may contact:
 - a. Your home department (fill out the departmental rental request)
 - b. Luskin IT (limited inventory, free for registered student organizations) helpme@luskin.ucla.edu
 - c. UCLA AV (larger inventory, minimal cost, Audio Visual Services (B125 Campbell, 310 206-6597)
 - d. Auntie M (comprehensive inventory, higher cost, martyn@auntiem.com)
2. For events on the roof or those requiring wireless mics, Auntie M is recommended.
3. If extensive changes are made to the room’s layout, a diagram must be provided to the Events Manager.
4. For furniture rentals, please consult the Events Manager or department admin staff. Options include:
 - a. Your home department (extremely limited inventory, free)
 - b. UCLA Events (limited inventory – but should generally be able to handle events of 100 attendees; minimal cost, <http://uclaevents.com/rentals/equipment-rentals/>)
 - c. Outside vendors (i.e. Classic Party Rentals, Premiere, or Town and Country; comprehensive inventory, high cost, consult with Events Manager first and place order through department or Events Manager)

Failure to comply with UCLA Luskin School of Public Affairs Room Request guidelines will result in a fee and booking suspension for two (2) academic quarters.