

**UCLA LUSKIN SCHOOL OF PUBLIC AFFAIRS EVENT/ROOM REQUEST – STUDENT ORGANIZATION**

To request use of rooms in the Public Affairs Building, you need to: be a registered organization through SOLE, reserve the space with appropriate School or Department representative, and provide the following information to External Programs. 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 \_\_\_\_\_

(This name **must match** one of the three names registered with UCLA SOLE to complete online applications)

Student Group \_\_\_\_\_

(This name **must match** name as registered with UCLA SOLE)

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.

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

**Authorization**

Department representatives will schedule requested rooms in the Luskin School of Public Affairs Building for student groups. The events manager will submit requests to UCLA SOLE, who will request that the student group representative/event organizer complete the online application process and will review the application for approval and appropriate authorization.

**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.** See <https://luskin.ucla.edu/wp-content/uploads/2016/02/Room-Request-Guidelines.pdf> for overview of Luskin School room policies.

Submit form to:  
[roomrequest@luskin.ucla.edu](mailto:roomrequest@luskin.ucla.edu)  
 3250 Q, Public Affairs Building

For Internal Use Only:  
 Luskin Events Approval Date: \_\_\_\_\_  
 SOLE Approval Date: \_\_\_\_\_  
 EOL ID#: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_  
 FSR#: \_\_\_\_\_