# UCLA LUSKIN SCHOOL OF PUBLIC AFFAIRS EVENT/ROOM REQUEST
## UCLA CAMPUS COMMUNITY (NON-LUSKIN)

To request use of rooms in the Public Affairs Building, reserve the space and provide the following to the UCLA Luskin School of Public Affairs Events Office.  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 person must be registered with UCLA Events Management Online system eol2.ucla.edu)*

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.

**Food***:*
☐ Will be served
☐ Needs to be heated
☐ Caterer:

**Alcohol***:*
☐ Served at no charge
☐ Sold
☐ Bartender:_____

☐ Indoor/outdoor sound (of any kind)
☐ Vendor: _____

| Select | LOCATION | CAPACITY | RATE | | EACH ADD'L HOUR |
| --- | --- | --- | --- | --- | --- |
| | | | **1-4 HOURS** | **4-10 HOURS** | |
| ☐ | Classroom 2355 | 95 | $175/hr. | $875 Flat Rate | $175/hr. |
| ☐ | Classroom 2343 | 60 | $125/hr. | $625 Flat Rate | $125/hr. |
| ☐ | Conference Room 3333 | 20 | $250/hr. | $500 Flat Rate | |
| ☐ | Classroom 3343 | 36 | $100/hr. | $500 Flat Rate | |
| ☐ | Classroom 4320 | 36 | $100/hr. | $500 Flat Rate | |
| ☐ | Classroom 4357 | 36 | $100/hr. | $500 Flat Rate | |
| ☐ | Classroom 4371 | 36 | $100/hr. | $500 Flat Rate | |
| ☐ | Faculty Lounge 5391 | 40 | $125/hr. | $625 Flat Rate | |
| ☐ | Commons, Patio, and Rooftop Terrace (includes kitchen) | 390 | $350/hr. | $1200 Flat Rate | |
| ☐ | Computer Lab (See Computer Lab Use Agreement) | 8-62 | See Reverse | | |

## 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: _____

E-Mail: _____ FAU: _____

**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
3250 Q, Public Affairs Building

**UCLA Rental**

# UCLA Luskin Computer Lab Rental

Classroom Lab:
- 30 Computer Stations plus 1 Instructor Computer Station
  - *Includes projector, screen, instructor podium, and whiteboards*
    - **Half Day ($300):**
      - 8:30a - 12:30p
      - 12:30p - 4:30p
    - **Full Day ($400):**
      - 8:30a – 4:30p

Collaboration Lab:
- 8 Computer Stations
  - *Includes whiteboards and work tables*
    - **Half Day ($90):**
      - 8:30a - 12:30p
      - 12:30p - 4:30p
    - **Full Day ($120):**
      - 8:30a – 4:30p

General Use Lab:
- 24 Computer Stations
  - *Includes whiteboards and work tables*
    - **Half Day ($240):**
      - 8:30a - 12:30p
      - 12:30p - 4:30p
    - **Full Day ($320):**
      - 8:30a – 4:30p

Full Lab:
- All of the above
    - **Half Day ($600):**
      - 8:30a - 12:30p
      - 12:30p - 4:30p
    - **Full Day ($320):**
      - 8:30a – 4:30p

*Computer Specifications: HP EliteOne 800 G1 All-in-One with 23" WS monitor, Intel i5-4590S 3.0GHz, 16GB RAM, Solid State Hybrid Drive, AMD Radeon HD 7650 2GB, 6-1 Media Card reader, DVD-R optical drive, HD webcam, USB 3.0, mic input, headphone output, and stereo speakers.*

**Included in all rental agreements:**
- Computers are pre-installed with the applications found on the Software List. Please speak with Luskin IT if you have custom or specific software needs.
- A Lab Proctor is on duty for the duration of the rental period to provide equipment support and customer service.
- Nominal Black and White printing included. Excessive printing may result in additional charges.
- No food or beverage is permitted in the labs