

Student Union Usage Guidelines

Registered Student Organizations

Thank you for choosing ASUCLA Event Services and hosting your program in the UCLA Student Union. To ensure a successful and safe program, please reference the guidelines below during your planning process. Any activity taking place in ASUCLA facilities is subject to University event guidelines in addition to ASUCLA policies.

ASUCLA Event Services categorizes spaces in the Union as either: meeting rooms or event venues.

- Meeting rooms are spaces which may be used without the assistance of an Event Manager, generally for the purpose of smaller sized meetings. These spaces have capacities ranging from 10 to 60 people.
- Event venues are larger facilities that require planning assistance from one of our event managers or reservationists. These are multi-purpose spaces for a wide variety of events and capacities vary depending on event setup. Our staff can assist you with all aspects of event coordination including but not limited to: equipment arrangement and rentals, audio/visual needs, staffing, ticketing, security, parking, promotion, and perhaps even funding.

Scheduling:

ASUCLA Event Services employs student Reservationists to assist you with booking spaces and providing general information. Our Reservation Desk is available Monday through Friday, 9:00 am – 6:00 pm via email and remotely through Microsoft Teams. In-person drop-in and scheduled office appointments, are available Monday through Friday 11:00 am – 4:00 pm. Events that require a higher level of organization necessitate planning coordination with an ASUCLA Event Manager. Scheduled appointments are highly encouraged when meeting with an Event Manager. Same-day appointments can be accommodated on rare occasion, schedule permitting.

- Student Union Operating Hours
 - Ackerman Union hours are 8:00 am – 11:00pm Monday through Friday and Kerckhoff Hall hours are 8:00 am – 10:00pm Monday through Friday. Both Ackerman Union and Kerckhoff Hall weekend hours are 8:00 am – 9:00pm on Saturdays and 8:00 am – 8:00 pm on Sundays. Building hours vary during holidays, summer, and quarterly breaks and may include building closures. Additional charges may apply depending on the amount of labor involved in supporting event activity during closed hours. It is at the sole discretion of ASUCLA to open the Student Union during any closed times to accommodate an event. Please consult an event manager if your event occurs near a holiday as building hours surrounding holidays may be affected as well.
 - Event Venues are available for use 8 am – 10 pm Monday through Friday, 8:00 am – 9:00pm Saturdays and 8:00 am – 8:00 pm Sundays for both Ackerman Union and Kerckhoff Hall. Overtime charges will be assessed for usage granted before or after these hours.
- Reservation Status
 - Current signatories for student organizations registered with the Student Organizations, Leadership & Engagement (SOLE) office are the only individuals permitted to request a reservation.
 - Requested reservations are taken on a first come first serve basis and are not guaranteed.
 - Pending reservations are when an Event Manager or Reservationist is assigned to oversee your request. After reviewing the reservation request one of the following status will be assigned to the reservation:
 - Hold-Tentative for an EOL to be initiated. (further details listed below)
 - Under Review for clarification on requests associated with the reservation.
 - Wait Listed in the instance another confirmed clients cancels. Groups will be notified if cancellation does occur in order of wait list status made.
 - Request denied for reservations that cannot be accommodated as requested.

- Events On-Line (EOL) approval is required to confirm all hold-tentative reservations. (For more information about EOL, contact the SOLE Office at 310.825.7041.)
 - ASUCLA Event Services will initiate an EOL application for clients to complete within three (3) days. If the three (3) day deadline has passed, only one (1) automatic re-activation of an EOL application will be made. Any additional reactivations needed, must be requested by a signatory and/or may result in the pending reservation being canceled.
 - Once an EOL Application is completed and submitted it is under review for campus approval. If campus approval is received, then a EOL confirmation is automatically submitted to our office and your reservation status will be listed as confirmed.
 - Quarter-long meeting room reservations are subject to cancellation if EOL confirmation is not received by Noon on Friday of first week.
 - Events are subject to cancellation if the EOL confirmation is not received at least 2 weeks prior to the event date.

- To accommodate the maximum number of student organizations, each group is permitted to request reservations as follows:

Meeting Rooms:

- Meeting room reservations may be made for up to 2 hours per week during ASUCLA Lottery.
 - ASUCLA Lottery usually occurs during weeks 7-10 for meeting room and banner reservations for the following quarter. In order to be included in the ASUCLA Lottery, signatories must select, via a google form, to participate. The link to the google form is emailed to all signatories from our Lead Reservationist usually during week 7. Signatories must elect to participate each quarter for the upcoming quarter.
- An additional 2 hours per week may be made after ASUCLA Lottery is complete. Signatories are not allowed to reserve meeting room space that exceeds a total of 4 hours per week.
- Meeting Room reservations for the current quarter cannot be made less than 1 week in advance.

Event Venues:

- Event venue reservations may be made up to 1 year in advance of event date.
- 2 separate dates for the same reservation may be held for any one event up to 2 weeks. However, one hold will be released if another client is ready to submit an EOL application for one of the dates.
- Registered student organizations may reserve a maximum of 4 events per quarter.
- Organizations using Student Union event venues for a performance may reserve 1 date in the venue for that performance rehearsal. Organizations requesting Student Union event venues for rehearsal space for performances taking place in other venues on campus may only reserve an event venue 2 weeks before the desired event date and specified setup is not permitted. Student Union Event Fund does not cover any rehearsal time/date.

Bruin Plaza Reservations:

- Any University Department or Off-Campus Client interested in hosting an event on Bruin Plaza must contact the UCLA Events Office for support reserving and planning their event.
- All reservation requests for student organizations on Bruin Plaza must be initiated through the SOLE office. RCOs must contact their SOLE advisor to request the reservation and for any questions regarding availability.
- Once the request has been approved through the SOLE Office and an EOL is initiated, an ASUCLA Event Services reservationist will email the signatory to set up a Bruin Plaza Event Details Appointment.
- A signatory must be physically present at this appointment to review policies and furnishing requests.
 - 4 tables and 8 chairs are allowed per area in Bruin Plaza
 - Any and all audio-visual equipment MUST be provided by ASUCLA Event Services and must be operated by ASUCLA Event Services Staff.
 - Amplified sound is permitted from 12pm – 1pm. Any requests for exceptions must be made and approved by the SOLE Director, Mike Cohn.

- The invoice and layout will be sent to the signatory at the end of the appointment. All layouts must be approved by the Fire Marshall to receive a temporary event permit.

Planning:

- Event details should be completed 4 weeks prior to event date to be eligible for Student Union Event Fund. 2 weeks prior to event date, is your last opportunity to complete any event details. If event details are not received in this timeframe, your reservation is subject to cancellation. Any changes or additions to your event details within 2 weeks of your event date will include a late fee for each submitted, however it is not guaranteed that your event arrangements/requests will be able to be accommodated.
- Each student is a member of the Associated Students UCLA, therefore registered student organizations receive special pricing and other consideration for venue reservations and services. Each event requires that a signatory for the student organization be the primary contact for the event. A key student programmer for the event and a signatory should attend the event details meeting with a Reservationist or an Event Manager. If a signatory is not able to attend the event details meeting, then they need to let ASUCLA know via email that the student organization's programmer attending the meeting has authority to make decisions on their behalf. The student organization's signatory is financially responsible for all charges associated with the event. The ASUCLA Reservationist and/or Event Manager will provide venue information, room diagrams, cost estimates, and assistance with ticketing, security, catering, promotional items, etc. after the event details meeting.
 - Certain events, at the discretion of the SOLE advisor or the Event Manager, may require a meeting with members of the Special Events Committee. At this meeting, organization members who will work at the event (including at least one signatory), campus partners (UCPD, Transportation, Fire Marshal, etc.), the SOLE advisor, and the Event Manager will review the details and planning of the event.
- The decision to use campus support services and/or off-campus vendors is at the sole discretion of ASUCLA Event Services. All agreements between ASUCLA and other parties must be made through ASUCLA Event Services. Commitments made by the student organization alone will not be honored.
- All changes to event venue configurations are subject to the approval of ASUCLA Event Services. Events exceeding room capacity as specified by ASUCLA Event Services in conjunction with Environmental Health & Safety department and Fire, Life Safety regulations are subject to cancellation.
- Décor & Signage
 - Please refrain from posting materials to the walls or floors in any ASUCLA facility. ASUCLA Event Services can provide directional signs and/or rent easels to assist guests in finding your event or meeting.
 - Please ask your Event Manager or Reservationist about our digital signage, ASUCLA app and social media platforms for promotional support.
 - To ensure décor meets fire safety and venue guidelines, submit all décor plans during your Event Details meeting for prior approval.
 - If approval is given, painter's tape must be used when securing items to the walls.
 - Open flames are strictly prohibited in all ASUCLA facilities.
 - Balloons are not permitted in ASUCLA Event Venues and Meeting Rooms.
- Staffing
 - ASUCLA personnel have all-access to Student Union facilities.
 - Staffing may be required for meeting rooms depending upon usage. Staffing is required for ASUCLA event venues.
 - ASUCLA personnel will remain in event venues for the duration of your access, including during any student group rituals. Privacy (concealed windows, partitions, etc.) may be requested and pre-arranged with the ASUCLA Event Services Office in advance. Groups are not allowed to cover the windows without prior approval from ASUCLA.

- Security and staffing levels are subject to approval from your SOLE advisor and the UC Police Department in compliance with UCLA Event Policies. ASUCLA Event Services will work in coordination with your organization and these campus partners.
- Ticketing, Merchandise Sales, & Cash Collection
 - All arrangements for ticketing and admission charges, including donations, must be made in cooperation with the UCLA Central Ticket Office and UCLA event policies.
 - Merchandise sales in ASUCLA facilities are prohibited unless prior approval by the ASUCLA Event Services Division Manager is granted. Vendor information and an inventory of items to be sold are required to be provided at least 4 business days prior to your event. Please ask your Event Manager for a merchandise sale request form.
 - Food sales in ASUCLA facilities are prohibited unless approved in writing and in advance by the Director of UCLA Restaurants.
 - Cash/Cash equivalent exchange at an event requires additional staffing by ASUCLA Event Services for the entire duration of transactional collections. Please review the Cash & Check Handling Guidelines for further information.
- Billing & Cancellations
 - Full payment must be received at least 2 business days prior to the event date.
 - If a bill remains unpaid after the event, follow-up statements will be sent to the organization. Accounts 90 days past due may lead to a suspension of the organization's reservation privileges. Please see your Event Manager and SOLE advisor to determine funding sources and payment plan options.
 - Inform ASUCLA Event Services of event cancellations in writing, no later than 2 weeks in advance. For reserved spaces that are cancelled within 1 week of the event (including "No Shows"), the student group will incur the full cost of the event, in addition to a cancellation fee. Student Union Event Fund allocations will be revoked for any "No Shows" and canceled events.
 - A "No Show" is a serious infraction in which the student organization does not formally cancel their meeting or event and does not show up for the meeting or event on its scheduled day. Each "No Show" will be reviewed on a case by case basis and may result in penalties. For meeting room cancellations or "No Shows", please refer to Usage Infraction guidelines below.
- Food & Beverage
 - ASUCLA Catering is the exclusive in-house cater for all Student Union facilities. They have an extensive menu to meet all of your catering needs from coffee and cookies to plated gourmet meals, as well as a Student Friendly Menu and Meeting Room packages. Our Catering team is available to assist you in determining your needs and can be reached at 310.206.0735, catering@asucla.ucla.edu, or in person at Ackerman Union 1390.
 - ASUCLA policy prohibits food or beverages from outside sources in the Student Union venues and meeting rooms. ASUCLA Catering is the designated department responsible for the provision of food and beverage services for the UCLA Student Union. On rare occasions, exceptions may be made for food donations, but these exceptions must be approved in advance by ASUCLA Catering and sent to your event manager prior to your event date. Fees or minimum purchases may apply.
 - In meeting rooms, pre-packaged snack foods and beverages with a value less than \$50 are permitted in the Student Union. All arrangements for catered food, including sandwiches, fruit platters, tea or coffee, must be made through ASUCLA Catering.
 - Alcohol at student events is highly regulated and subject to approval on a case-by-case basis. UCLA and ASUCLA are committed to maintaining a safe and healthful environment that reflects high standards for personal responsibility and behavior. For information about the policies governing serving alcohol at student events, please contact your SOLE

advisor or go to <https://sole.ucla.edu/file/413d7d5a-29c4-4bc2-b6fc-a8665aed86ea#:~:text=On%2DCampus%20Events%3A-,a.,under%2021%20years%20of%20age.>

Additional Notes for Using Student Union Meeting Rooms:

- Should you reconfigure the meeting room set-up, restore the room to its STANDARD layout following your meeting. The STANDARD layout for each meeting room can be found printed on the back of the door. This also includes erasing the dry-erase board, clearing the table tops of any trash or debris, and leaving the room in a tidy state. Please do not remove furniture from any meeting room. If the room is not in good, clean condition when you arrive, immediately notify Student Union Operations at the Information Window on Ackerman A-Level, 310.206.0833.
- For adjustments to room temperature or to request dry-erase markers and other supplies, please contact Student Union Operations at the Information Window on Ackerman A-Level, 310.206.0833.
- Meetings exceeding room capacity as specified by ASUCLA Event Services are subject to cancellation and will incur an overcapacity usage infraction.
- Manufacturers do not have consistent VGA adapters across product lines. We are unable to stock every type of adapter for all of the different laptops on the market. If you do not have a VGA adapter that connects your computer to our data projectors, monitors, or systems, you will need to purchase your own. The UCLA Store carries a variety of VGA adapters.
- Meeting room cancellations
- Projector reservation guidelines and fees

Usage Infraction Guidelines:

Infractions to campus and ASUCLA policies are assessed by ASUCLA Event Services and SOLE and will result in the following consequences. Please be aware that infractions in meeting rooms and event venues are cumulatively tracked. Severe violations to policies may bypass the cumulative list below. Infractions do not carry over to the next academic year:

- 1st infraction: written warning
- 2nd infraction: final written warning
- 3rd infraction: reservation privileges suspended for the next lottery period
- 4th infraction: cancellation of remaining reservations for the current quarter
- 5th infraction: action up to and/or including a one-year ban from the use of all ASUCLA facilities

Any activity taking place in ASUCLA facilities is subject to all University event guidelines. To find out more, contact the SOLE office (310.825.7041).