

UCLA STUDENT EVENT SERVICES



Ackerman Union A-Level
310.206.0832
www.eventservices.ucla.edu
events@asucla.ucla.edu

Bruin Plaza Guidelines

Thank you for choosing the Student Union for your event. Here are a few guidelines when using the Bruin Plaza:

Step I: Reserving Bruin Plaza

- Bruin Plaza may be reserved by any registered campus organization through the Center of Student Programming. The Bruin Plaza Event Calendar can be found at <http://calendar.yahoo.com/bruinplaza>. To inquire and make reservations contact Kris Kaupalolo by email at kkaupalolo@saonet.ucla.edu.
- Use of the area itself is free, but there may be fees for set-up and equipment.
- Registered campus organizations can reserve up to two non-consecutive days each quarter. To reserve two or more consecutive dates, at least three registered student organizations must co-program and organize the event(s) taking place on the Bruin Plaza. A maximum of three dates per week can be reserved for week-long programs that are co-sponsored by three or more organizations.
- As with any programming area on campus, your organization must meet with your Center for Student Programming Advisor regarding your event and a complete EOL Application must be submitted at least 10 days prior to your event to be approved by your CSP advisor.

Step II: Reserving Equipment and Sound for Bruin Plaza

- To inquire and make reservations for equipment contact Patricia Zimmerman by email at pzimmerman@asucla.ucla.edu.
- Need ≤ 4 tables and 8 chairs and no sound equipment?
 - There are no rental or service fees.
 - Must be reserved 1 business days in advance.
 - Pick up tables and chairs day of the event, at Ackerman Union A-Level Info Window), in exchange for a bruin ID card and return tables and chairs at the end of the event.
- Need > 4 tables and 8 chairs and/or sound equipment?
 - Set up an appointment with Patricia 5 business days in advance to order equipment, receive billing invoice and determine the venue layout.
 - There are time restrictions for the use of amplified sound in Bruin Plaza due to the offices in adjacent buildings and classes which take place in the surrounding areas daily. Absolutely no amplified sound is allowed in Bruin Plaza during tenth and finals week.
 - Riders for bands must be turned in 5 business days in advance
- Must get approval to have cars unload on Bruin Plaza. No vehicles are allowed to be on the Bruin Plaza between 11:30am-1:30pm

Step III: Funding

- Waiver Pool Funding source is for registered student groups that turn in the application to the ASUCLA Events Services Office. Funding may cover sound equipment rentals through Auntie M Creative Consultants or provided by Student Union Event Services OR rentals of tables and chairs and canopies plus labor for set up. For more information about Waiver Pool and the monthly deadlines: **Visit:** www.eventservices.ucla.edu **1. Click on student groups. 2. Click on Funding sources.**