

## Student Union Usage Guidelines

### Registered Student Organizations

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

Student Union Event Services separates our facilities into two categories: meeting rooms and event venues.

Meeting rooms are spaces which may be used without the assistance of an Event Manager. Meeting rooms capacities range from 10 through 44.

Event venues are larger facilities that offer flexible seating arrangements for a wide variety of events. Student Union Event Services can assist you with all aspects of event coordination including equipment arrangement, sound systems, security, staffing, ticketing, and even funding.

#### **Scheduling:**

Student Union Event Services provides Reservationists to assist you with general information and reservations. The Reservationist is available Monday through Friday, 9:00 am – 5:00 pm by phone, email, or on a drop-in basis. Those events that require a higher level of coordination will be coordinated by a Student Union Event Manager. Same-day and advance appointments with our staff are available Monday through Friday, 9:00 am – 5:00 pm by calling Student Union Event Services or by dropping by our office.

- Student Union Hours
  - The general building hours are 8 am to 1 am, Monday through Sunday. Building hours will vary somewhat during holidays, summers, and break schedules. During some of these dates, the Union is closed. A fee is always assessed to open the building when it is closed. The charges depend on the type of event and the amount of labor involved in supporting the event. It is at the discretion of ASUCLA to open the Student Union during any closed times to accommodate an event. Please consult an event manager if your event is near a holiday weekend or during traditional non-UCLA class times to assure that the building will be open.
  - Venues are available for use 8 am – 11 pm. Please be prepared to pay an overtime charge for anything before or after these hours.
- The registered organization student signatory must be present to make a reservation.
- Events On-Line (EOL) approval is required for confirmation of all reservations. (For more information about EOL, contact the S.O.L.E Office at 310.825.7041.)
  - Quarter-long meeting room reservations are subject to cancellation if EOL approval is not finalized by 5:00 pm on Friday of third week.
  - For events, the EOL form must be completed and approved at least 2 weeks prior to the event date.
- To accommodate the maximum number of student organizations, each group is permitted to make reservations as follows:
  - Meeting Rooms:
    - 2 hours of meeting space per week for reservations made during Meeting Room Lottery.
    - 2 additional hours of meeting space per week for reservations made after Meeting Room Lottery (4 hours total per week).
    - Unlimited meeting space may be reserved 2 weeks prior to meeting date.
    - Reservations cannot be made less than 1 week in advance due to EOL approval timelines.

### Event Venues:

- Event venues may be reserved up to 1 year prior to the event date.
- 2 separate reservations may be made for any one event. However, one hold must be released if another client is ready to submit an Events On-line application for one of the dates.
- Registered student organizations may reserve a maximum of 5 event venues per quarter. Additional reservations may be made 2 weeks before the requested event date.
- Registered groups may reserve an event venue as a rainout location 1 week prior to the event date.
- Registered student groups using a Student Union event venue for a performance may reserve 1 date in the venue for performance rehearsals. Organizations requesting Student Union event venues for rehearsal space for performances taking place in other venues may contact Event Services to reserve the event venue 2 weeks before the desired event date.

### **Planning:**

- Complete event details are due to your event manager no later than 2 weeks prior to event date. If event details are not received in this timeframe, your reservation is subject to cancellation and it is not guaranteed that your event arrangements/requests will be accommodated. Also, changes or additions to the audio-visual equipment request may include a \$25 late fee.
- Because each student is a member of the Associated Students, registered student organizations receive special pricing and other consideration for venue reservations and services. Each event requires that a student signatory act as the primary contact and meet with the Student Union Reservationist or an Event Manager. Working with the student programmer, the Event Manager will provide venue information, room diagrams, cost estimates, and assistance with ticketing, security, and catering. Registered organizations without a student signatory are ineligible for student group pricing.
  - Certain events, at the discretion of the SOLE adviser or the Event Manager, may require a meeting 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 UCLA Student Union Event Services. All agreements between ASUCLA and other parties must be made through Event Services. Commitments made by the student programmer alone will not be honored.
- All changes to event venue configurations are subject to the approval of Student Union Event Services. Events exceeding room capacity as specified by Student Union Event Services are subject to cancellation.
- Décor & Signage
  - Smoking and candles are strictly prohibited in all ASUCLA facilities.
  - Do not post materials to the walls or floors in any ASUCLA facility. Student Union Event Services can provide directional signs and/or easels.
  - To ensure décor meets fire safety and venue guidelines, submit all décor plans to your event manager for prior approval.
- Staffing
  - Security and staffing levels are subject to the approval of Student Union Event Services, SOLE, and the UC Police Department.
  - ASUCLA personnel will maintain access to all Student Union facilities. ASUCLA personnel will not vacate venue for student group rituals. Papered windows or particular privacy may be requested and pre-arranged with the Student Union Event Services Office in advance. Groups are not allowed to cover the windows themselves.

- Ticketing, Merchandise Sales, & Cash Collection
  - All arrangements for ticketing or admission charges, including donations, must be made in cooperation with the UCLA Central Ticket Office.
  - Merchandise sales in ASUCLA facilities are prohibited unless approved by the Event Services Division Manager. Food sales in ASUCLA facilities are prohibited unless approved in writing and in advance by the Director of UCLA Restaurants.
  - Please review the Cash & Check Handling Guidelines for further information. Cash exchange at an event may require security staffing.
  
- Billing & Cancellations
  - Full payment must be received at least 24 hours 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 until they meet with the Event Manager and SOLE advisor to determine a payment plan.
  - Inform Student Union Event Services of cancellations in writing, no later than 1 week in advance. For reserved spaces that are cancelled within 1 week of the event (including "No Shows"), the student group will be charged a cancellation fee in addition to any event expenses incurred. Student Union Event Funding will be revoked for any "No Shows." The cancellation fee starts at \$25.
  - A "No Show" is a serious infraction as it disallows other student groups and their communities from programming in our popular, and limited facilities. Each No Show will be reviewed and penalties may result. These can include, but are not limited to, forfeiture of remaining Student Union reservations and exclusion from the Student Union meeting room lottery.
  
- Food & Beverage
  - ASUCLA Catering features an extensive menu to meet all of your catering needs from coffee and cookies to plated gourmet meals. A complete catering service is available for events both in the UCLA Student Union and at events at other campus locations. Our Catering team is available to assist you in determining your needs and can be reached at 310.206.0735, [catering@asucla.ucla.edu](mailto:catering@asucla.ucla.edu), or in person at Ackerman Union 1390.
  
  - ASUCLA policy prohibits bringing food or beverages from outside sources into the building. Catering is the designated department responsible for the provision of food and beverage services for the Student Union. Exceptions, including those for food donations, must be approved in advance by ASUCLA Catering and will be subject to plating and corkage fees.
  
  - Registered student groups are eligible for student-friendly menus with low rates. Please contact Catering for details.
  
  - In meeting rooms, pre-packaged snack foods and beverages with a value less than \$50 are permitted in the Student Union. All arrangements for production items, 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: <http://www.studentgroups.ucla.edu/dos/students/alcohol/>

**Additional Notes for Using Student Union Meeting Rooms:**

- Should you reconfigure the meeting room set-up, restore the room to its ORIGINAL condition following your meeting. 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 (x60833 from any beige campus phone).
- For adjustments to room temperature or to request dry-erase markers and other supplies, contact Student Union Operations at the Information Window on Ackerman A-Level, 310.206.0833 (x60833 from any beige campus phone).
- Meetings exceeding room capacity as specified by Student Union Event Services are subject to cancellation.
- Macintosh VGA Adapters - 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 contact your computer manufacturer or a local or online distributor. The UCLA Store does carry VGA adapters for your convenience.

**Violation of Guidelines:**

Violation of campus and ASUCLA policies is assessed by UCLA Student Union and SOLE and will result in penalties as follows. Please be aware that violations in meeting rooms and event venues are cumulatively tracked. Violations do not carry over to the next academic year:

- 1<sup>st</sup> violation: written warning
- 2<sup>nd</sup> violation: final written warning
- 3<sup>rd</sup> violation: reservation privileges suspended for the next lottery period
- 4<sup>th</sup> violation: cancellation of remaining reservations for the current quarter
- 5<sup>th</sup> violation: 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).