

JAMES WEST ALUMNI CENTER POLICY AND PROCEDURES

BACKGROUND

The James West Alumni Center was designed to provide alumni, donors and friends of the University an appropriate facility to enhance intellectual, cultural and social functions. This facility primarily serves the UCLA External Affairs Department and, when available, other University units, alumni and donor support groups, and registered campus organizations. Reservations will be accepted for activities which are in accordance with University regulations as well as the following Alumni Center policies and procedures.

USAGE POLICY

A. Eligibility

1. The following groups may reserve facilities in the Alumni Center:

a. External Affairs Department and Chancellor's Office

May reserve facilities as far in advance of any event as necessary and as often as needed without limitations.

b. Alumni, Donor and University Support Groups

- (1) May reserve facilities up to one year in advance of any event.
- (2) The number of reservations is limited to one per quarter.
- (3) Clubs & Chapters may use as needed pending availability.
- (4) Approval must be obtained:
 - from the Alumni Relations Office for any regional, professional, or support and honorary organization,
 - from the Development Office for any donor group,
 - from an appropriate University unit for other University support groups.

In instances when the event is an essential part of Alumni Relations or Development programs, eligibility applies as under Section A.1.a.

c. University Units (e.g. Schools, Colleges, Departments, Divisions, Institutes, Centers, Academic Senate)

- (1) May reserve facilities up to one year in advance of any event.
- (2) The number of reservations is limited to one per quarter.
- (3) Approval must be obtained from the administrative head of the requesting unit.

d. Registered Campus Organizations: Officially Recognized, Independent and Student Government

- (1) May reserve facilities up to three months in advance of any event.
- (2) The number of reservations is limited to one per quarter.
- (3) Approval must be obtained from the Center for Student Programming.

e. Non-University Organizations

- (1) May reserve facilities up to one year in advance of event.
- (2) Approval will be processed as a special accommodation.

f. Special Accommodations

- (1) Use by any other group or in a manner at variance with these policies and procedures will be considered a special accommodation.
 - (2) Any special accommodation must be approved by the Executive Director - Alumni Association.
2. The Alumni Center may be utilized for the purpose of the reserving group.
 3. The group making the reservation must be the group utilizing the facilities and for the originally stated purpose.
 4. University units may only make reservations for those programs or events directly related to and administered by that unit.
 5. Failure of a group to uphold its responsibilities as described herein may result in forfeiture of eligibility.

B. Duration

1. No group may reserve facilities at the Alumni Center for a period of time exceeding two consecutive calendar days. An exception may be made during summer months.
2. The Alumni Center may be utilized for activities Monday through Sunday, 8:00 a.m. to 12:00 midnight, with the exception of holidays.

C. Audiences

1. All events must be "closed" (i.e. open only to members of the group and their invited guests).
2. Events for which there will be a general public appeal to an off-campus audience are not permitted without approval of the Executive Director - Alumni Association.

D. Conduct

1. The facilities must be used for the purpose agreed upon when making arrangements with Alumni Center Management.
2. Groups are responsible for the general conduct of their guests and are subject to all University rules and regulations.
3. Groups are responsible for leaving rooms as originally found. A charge will be assessed for any losses and/or damages.
4. No animals are permitted, with the exception of service dogs.

E. Alcoholic Beverages and Catering

1. Alcoholic beverages may be consumed on the premises of the Alumni Center. Regulations for the consumption of alcoholic beverages are as follows:

- a. Serving of alcoholic beverages and bar service must be provided by a professional caterer.
 - b. Alcoholic beverages may not be sold, either by ticket or money exchange, without a license under California law.
 - c. No alcoholic beverages will be served to anyone under the age of 21 or to a substantially undergraduate group. Alumni Center Management or its designee reserves the right to ask for proper identification and will refuse service if it cannot be presented.
 - d. No alcoholic beverages will be served to Registered Campus Organizations without the express approval of the Center for Student Programming to ensure compliance with University regulations.
 - e. Alcoholic beverages cannot be removed from the premises.
2. All events held in the Alumni Center where food is served must be professionally catered.
 - a. Outside caterers are permitted as well as University caterers. Outside caterers must provide Alumni Center Management with a copy of their certificate of insurance with the Regents of the University of California as an added insured for the event they are catering.
 - b. Caterers who have not previously worked at the Alumni Center are required to schedule an advance appointment to review the facilities with Alumni Center Management.
 - c. Alumni Center Management reserves the right to deny the use of any particular caterer.

F. Facilities

1. The various facilities within the Alumni Center including the Alumni Conference Room, the Tom Davis Founders' Room, and the Past Presidents' Board Room may be utilized for events seven days a week, 8:00 a.m to 12:00 midnight, with the exception of University holidays. In addition, the following restrictions apply.
 - a. No events may be held in the Galleria prior to 5:30 p.m. on weekdays.
2. The size of the group and the type of function must conform to regulations as set forth by the UCLA Office of Environment, Health and Safety.
3. Functions must not interfere with concurrent events or with the ongoing business of the External Affairs Department housed within the Alumni Center.
4. Alumni Center Management reserves the right to deny any reservation for which appropriate staffing cannot be obtained.

PROCEDURAL GUIDELINES

A. Reservations

1. Campus entities may make reservations through Alumni Center Management, (310) 206-0537. Non-campus entities may make reservations through the UCLA Events Office, (310) 825-8989.
2. An Events On-Line application for use of University facilities must be completed by all University groups other than External Affairs.
3. All reservations are considered tentative until the above referenced application is processed and the appropriate approval is obtained. Tentative holds and duplicate dates will be carried for up to three weeks.
4. Alumni Center Management will always advise any subsequent groups of the existence and nature of standing reservations in order to avoid conflicts in programming.
5. In the instance of conflict over reservation dates, the following procedures will be followed:
 - a. The first group making a reservation, in accordance with the prescribed time frames, will have priority usage of the building.
 - b. Alumni Center Management will make every attempt to resolve conflicts when possible, by contacting groups holding reservations and helping to arrange other accommodations.
 - c. Unresolved conflicts will be referred to the Executive Director - Alumni Association, who reserves the right to determine final priorities.

B. Direct Expenses

1. Facility Rental Fees

Facility rental fees apply to all users with the exception of External Affairs and Clubs & Chapters.

2. Cancellations

Any group that fails to keep a reservation or cancels less than five working days preceding the event will be charged the room fee(s) and any expenses actually incurred.

3. Setups

- a. Charges for room setup and strike will be assessed per event requirements.
- b. Only Alumni Center Management staff may be utilized to set up, move and/or strike furniture for UCLA clients' events.
- c. External Affairs and Clubs & Chapters will not be charged for setups during business hours.

4. Building Staff

- a. Events held after 5:30 p.m. Monday through Friday and on weekends will require paid building staff to secure the building.
- b. One staff member is required for every 100 people attending an event.
- c. Staff members are required to arrive before the event begins and work until everyone leaves the building, including the caterers.

5. Custodial Service

All events requiring special custodial services will be recharged for direct costs incurred.

6. Surcharge

A surcharge of 15% will be assessed to the total cost of the event excluding room rent.

C. Equipment

1. Any special equipment needed for meetings must be arranged for by the reserving group.
2. Alumni Center Management is not responsible for any equipment left after the group has vacated the building.

D. Parking

1. Parking arrangements must be made with the Campus Parking Service and are the responsibility of the individual group.
2. Parking in Lot 6 or elsewhere on campus is subject to availability.
3. No vehicles (including motorcycles and bicycles) are allowed within the confines of the Alumni Center.
4. The loading and unloading of equipment will be permitted in the driveway area behind the Alumni Center kitchen, in accordance with the following:
 - a. All vehicles using the loading area must secure a loading permit from a campus Information Kiosk.
 - b. Vehicles with commercial license plates are allowed to park in the loading zone for up to 30 minutes without a permit. Parking for more than 30 minutes requires a special permit from a campus Information Kiosk.
 - c. Arrangements for the loading and unloading of materials must be made with Alumni Center Management prior to the event.

