
UCLA Procedure 850.1: Placement of Temporary Structures on the UCLA Campus

Issuing Officer: Administrative Vice Chancellor
Responsible Dept: UCLA Events Office
Effective Date: October 19, 2009
Supersedes: UCLA Procedure 850.1, dated 6/1/1999

I. REFERENCES

II. PURPOSE

III. STATEMENT

IV. PROCEDURES

I. REFERENCES

1. UCLA Regulations on Activities, Registered Campus Organizations, and Use of Properties;
2. UCLA Policy 860, Extracurricular Use of University Facilities.

II. PURPOSE

On occasion, students, faculty members, or administrators desire to erect a Temporary Structure on campus in conjunction with student-related programs or activities, research or instructional programs or other appropriate campus activities. The use of University properties by University units, registered campus organizations, or other groups is governed by the UCLA Regulations on Activities, Registered Campus Organizations, and Use of Properties, and UCLA Policy 860, Extracurricular Use of University Facilities. This procedure expands upon those regulations as they relate to placement of Temporary Structures on the campus.

III. STATEMENT

In order to ensure that the campus will not be adversely impacted, any plan to erect or place a Temporary Structure on campus property shall be reviewed by the UCLA Events Office (EO). The EO is responsible for evaluating the potential impacts of Temporary Structures as described below. For purposes of this procedure, Temporary Structures include, but are not limited to, tents, sculptured objects, or similar assemblages erected on the campus for short periods of time, frequently in connection with a program, event, exhibition, instructional course, or other student initiated activity. Temporary Structures do *not* include trailers or modular buildings erected for longer periods of time to accommodate programmatic or operating units of campus or for construction project site services.

A. Potential Impacts

Potential impacts to be considered in reviewing the placement of any Temporary Structure on the campus include: disruption of regular campus operations; general safety; pedestrian and vehicular access; traffic and parking; potential damage to the site or a facility; security; effect on the surrounding residential community; and campus aesthetics. All costs associated with the placement of any Temporary Structure, including the costs to mitigate any adverse impacts, such as constructing walls or fences at a site, or for the services of the EO, Facilities Management or Campus Police or other services required for facilitating Temporary Structures, are to be borne by the unit initiating the request.

B. Related Policies

Requests for additional space or facilities, including temporary office structures, should be directed to the appropriate campus department in accordance with UCLA Policy 880 (Assignment and Management of Campus Space) and UCLA Procedure 880.1 (Requests for Additional Space or Modifications to Existing Space). This procedure does not address the use of university facilities in accordance with applicable campus time, place, and manner regulations (see References, I.1, above).

IV. PROCEDURES

A. Registered Campus Organization Requests

RESPONSIBILITY	ACTION
Registered Campus Organization Requester	Submits written request together with the Events Online Registration (EOL), describing the purpose and duration of the project, proposed location of Temporary Structure(s), preparation requirements, and any anticipated collateral impacts.
Events Office (EO)	Reviews request, coordinating with appropriate campus departments in evaluating the potential impacts described above, and consults with, as appropriate, the Center for Student Programming (CSP); Associate Vice Chancellor, Student and Campus Life; Vice Chancellor, Student Affairs; Administrative Vice Chancellor; or Chancellor.
Administrator Vice Chancellor or Events Office delegate	Reviews evaluation for administrative impact, consulting with, as appropriate, the Executive Vice Chancellor & Provost; Vice Chancellor, Student Affairs; or Associate Vice Chancellor, Student & Campus Life, and approves or disapproves the request. If approved, notes any special conditions or costs to be incurred.
EO	Notifies requester of decision and, if the request is approved, any required conditions. Forwards EOL for authorization to CSP. Requester, through EO, forwards plans to UCLA Fire Marshal for approval. <u>Note:</u> EO is required to coordinate all services for Temporary Structures on behalf of the requester.

B. Faculty or Academic Department or Administrative Unit Requests

RESPONSIBILITY	ACTION
Faculty Member, Academic Department or Administrative Unit Requester	Submits written request together with the EOL, describing the purpose and duration of the project, proposed location of Temporary Structure(s), preparation requirements, and any anticipated collateral impacts.
Dean or Unit Head	Reviews request for appropriateness consulting with, as appropriate, the Executive Vice Chancellor & Provost, or Administrative Vice Chancellor. May disapprove the request, or forward to the EO with recommendation that it be approved, subject to an evaluation of potential impacts.
EO	Reviews request, coordinating with appropriate campus departments in evaluating the potential impacts described above, and consults with, as appropriate, the dean of the requester’s school, Executive Vice Chancellor & Provost, Administrative Vice Chancellor, or Chancellor. Forwards evaluation to Administrative Vice Chancellor with recommendation, including any mitigating conditions.
Administrator Vice Chancellor or Events Office delegate	Reviews evaluation for administrative impact, consulting with, as appropriate, the Executive Vice Chancellor & Provost, Vice Chancellor, Student Affairs, or the Associate Vice Chancellor, Student & Campus Life, and approves or disapproves the request. If approved, notes any special conditions or costs to be incurred.

RESPONSIBILITY	ACTION
EO	Notifies requester of decision and, if the request is approved, any required conditions. Requester, through EO, forwards plans to UCLA Fire Marshal for approval. <u>Note:</u> EO is required to coordinate all services for Temporary Structures on behalf of the requester.

Issuing Officer

/s/ Sam J. Morabito

Administrative Vice Chancellor

**Questions concerning this policy or procedure should be referred to
the Responsible Department listed at the top of this document.**
