
UCLA Interim Policy 860: Organized Events

Issuing Officer: Administrative Vice Chancellor

Responsible Department: Administrative Vice Chancellor's Office

Effective Date: September 4, 2024

Supersedes: UCLA Regulations on Activities, Registered Campus Organizations, and Use of Properties, dated 9/25/2017 and UCLA Policy 860, dated 9/23/2008

- I. PURPOSE & SCOPE**
- II. DEFINITIONS**
- III. POLICY STATEMENT**
- IV. PROCEDURES**
- V. REFERENCES**

I. PURPOSE AND SCOPE

UCLA is committed to supporting the UCLA community to host events on UCLA Property that supplement and support University's teaching, research, and public service mission. Toward that end, UCLA makes certain facilities and outdoor areas available to the UCLA community for events with written permission, when all terms and conditions are met.

This Policy operates in conjunction with related University of California ("University") and campus Use Policies, as outlined in [UCLA Policy 850: General Use of UCLA Property](#). In addition to this Policy and related Use Policies, Non-Affiliates must comply with The Regents of the University of California's Regulations Governing Conduct of Non-Affiliates in the Buildings and Grounds of the University of California ("Regulations"), see Section V. References.

This Policy sets forth the conditions under which affiliate and Non-Affiliate individuals and groups may utilize UCLA Property for Organized Events.

II. DEFINITIONS

For the purposes of this Policy:

See [Policy 850: General Use of UCLA Property](#), Attachment A

III. POLICY STATEMENT

This Policy and related Use Policies establishes provisions for Organized Events on UCLA Property. In addition, events with visiting dignitaries as outlined in [UCLA Policy 106](#) must follow UCLA Policy 106 and [UCLA Procedure 860.2](#), and events that constitute a Major Event must comply with UCLA Policy 862: Major Events.

Privileges of scheduling events on UCLA Property may be revoked for Event Organizers that repeatedly violate and/or significantly violate any University or UCLA policies or laws.

Organized Events must comply with UCLA's obligations under applicable federal and state law and policy to provide accessibility pursuant to the Americans with Disabilities Act and the Equal Education Opportunities Act, Title VI of the Civil Rights Act.

The University derives its authority from the State of California Constitution, Article I, Section 9. All pertinent federal, state, and local laws, and University and UCLA policies are in force on UCLA Property and policies may be enforced by Designated University Officials and laws may be enforced by off-campus agencies.

All persons on UCLA Property are required to abide by University and UCLA policies. Violation of University or UCLA policies may subject a person to legal penalties; if the person is a Student or Employee, that person may also be subject to University discipline in accordance with University and UCLA policies and any relevant collective bargaining agreements.

A. Campus Venue Scheduling and Policies

In addition to this Policy and related Use Policies, as outlined UCLA Policy 850: General Use of UCLA Property, an Event Organizer must comply with the specific requirements and scheduling procedures of the Campus Venue Scheduler that may host the Organized Event. The policies and scheduling procedures for each specific Campus Venue Scheduler may vary.

Reservations are finalized only after arrangements have been approved in accordance with this Policy. Permission to use UCLA Property is not to be construed as endorsement by the University.

B. Event Online (EOL) Registration

The Events Online (EOL) Registration is the University's official event notification and registration system for events on UCLA Property. An Organized Event that includes any of the following must complete an EOL Registration:

1. Non-Affiliates expected as attendees;
2. A Non-Affiliate as a guest speaker with more than 50 attendees;
3. Non-academic in-person activities with more than 50 UCLA Students and/or Employees;
4. Alcohol;
5. Tenting;
6. Media coverage; or
7. Distribution or the sale of food and/or merchandise.

All requests must be submitted through EOL Registration for appropriate review and approval at a minimum of ten (10) working days prior to the execution or administration of any Organized Event. The Campus Venue Scheduler is responsible for initiating the EOL Registration that will send a registration form to the Event Organizer (see Section IV. Procedures).

Any EOL Registration submitted after the ten (10) working days will be subject to denial and/or cancellation. Exceptions to the minimum of ten (10) working days will be considered by SOLE and/or the UCLA Events Office for Registered Campus Organizations and University Unit Event Organizers only in the following circumstances:

- i. RCO or University Unit Event Organizers are unable to confirm the availability of a speaker/performer or meet the availability of the speaker/performer within the minimum timeframe; and/or
- ii. RCO or University Unit Event Organizers request an Organized Event and the nature of the event is time sensitive such that it could not take place if prior to the minimum timeframe were met.

As part of the review process, the EOL Registration notifies via email, applicable campus service providers and administration based on the Event Organizer's requirements as stated via a checklist on the registration form. The notified campus service providers and/or administration will review the notification(s) and as applicable, make any comments and/or stipulations such as health and safety permits/requirements to the Organized Event that may need to be completed prior to approval.

If aspects of an approved Organized Event change or had not been disclosed by the Event Organizer at the time of approval, UCLA reserves the right to deem the Organized Event as a Major Event, subject to UCLA Policy 862 (to the extent that policy applies) and/or other applicable University or UCLA policies.

C. Contracted Services

UCLA retains first right of refusal for all contracted services, goods, and/or equipment to facilitate the use of any UCLA Property. All services, goods and/or equipment required for such use must coordinate and execute all such services, goods, and/or equipment with Campus Venue Scheduler policies.

D. Pre-Event Requirements

Event Organizers must comply with all pre-event requirements as established in other policies including but not limited to SOLE, the UCLA Events Office, UCLAPD/Office of Campus Safety, Risk Services, Registrar's Office, ASUCLA, and the facility manager. A variety of permits and/or waivers may be required, for example, to distribute food or drinks or to film the event. The SOLE and/or the UCLA Events Office is responsible for determining whether an Event Organizer has complied with all relevant policies and obtained the necessary permits and/or waivers.

E. Outdoor Sound Amplification

Except as provided in UCLA Policy 852: Public Expression Activities, all Organized Events utilizing sound amplification systems must obtain specific approval for such amplification in advance from the UCLA Events Office for non-RCO Organized Events or SOLE for RCO Organized Events. All sound amplification systems and sound levels must comply with UCLA Policy 850: General Use of UCLA Property.

F. Costs

All Event Organizers will be charged (1) event production fees, which includes but not limited to, use of the venue and other equipment and service costs in accordance with standard rate tables of the administrative bodies involved and (2) Audience Management Fees. See UCLA Policy 862 for security costs associated with Public Expression Activities related to an event.

Event Organizers requiring special facility arrangements, including, but not limited to equipment, staffing, or security for their event may be charged fees in accordance with standard rate tables of the administrative bodies involved. In such cases, deposits and financial accountability may be required. UCLA has the right to cancel any Organized Event that fails to pay necessary fees. If payment cannot be made for all applicable fees prior to the Organized Event date, payment arrangements must be made in advance with the appropriate Campus Venue Scheduler.

G. Advance Ticketing

When Advance Ticketing is used for an Organized Event, UCLA Central Ticket Office (CTO) must be contacted to coordinate the ticket process or to approve an online vendor. Contact the Venue Scheduler or UCLA Central Ticketing (CTO) at 310-206-6161 or cto@tickets.ucla.edu.

H. Appeal Process for Denial of Use of Property

If an Event Organizer feels that the denial of a property use request violates University or UCLA policies, the Event Organizer may submit an appeal for final determination.

An Event Organizer may submit an appeal to the appropriate appeals officer, as outlined below, within two (2) business days of the notification of denial or cancellation of property use. The appeals officer will respond to the appeal within three (3) business days following the receipt of the appeal.

1. Registered Campus Organization and other student related events, submit appeals to the Vice Chancellor of Student Affairs or designee; and
2. University Units, Support Groups, and Non-Affiliates, submit appeals to the Administrative Vice Chancellor or designee.

A successful appeal does not guarantee the Event Organizer's venue of choice.

I. Safety Cancellation of an Organized Event

If during an Organized Event an imminent threat to safety or property arises, avoidance or minimization of which requires cancellation of the event, authority to cancel the event rests with a Senior Administrator or UCLA Fire Marshall that is present and available. If no such person is present or available, authority is designated to the highest-ranking UCLAPD officer at the event.

J. Public Expression Activities Connected to an Organized Event

During the process of coordinating an Organized Event, the University is made aware of any actual or suspected planned Public Expression Activity that could disrupt the event, the event will be deemed a Major Event and subject to UCLA Policy 862, Major Events.

If during the Organized Event, Public Expression Activities occur, a Designated University Official may, based on the Safety and Security Criteria and/or the Interference Criteria, designate a location/area that is proximate to the Organized Event for the Public Expression Activity.

For Public Expression Activities not connected to an Organized Event, see Policy 852: Public Expression Activities.

For marches associated with Public Expression Activity, see UCLA Policy 850: General Use of UCLA Property.

K. Notice of Safety Considerations by Event Organizers and Senior Administrators

Notifying the University of any possible demonstrations related to an Organized Event is critical as it enables the University to proactively coordinate and communicate with potential demonstrators in advance of an event. In doing so, UCLA becomes better positioned to promote the free speech rights and physical safety of all parties- including the invited speaker and any demonstrators or counter-demonstrators.

Prior to any Organized Event, any Event Organizer or Senior Administrator affiliated with an Organized Event and/or who becomes aware of a possible demonstration likely to occur at the Organized Event should promptly alert the Administrative Vice Chancellor ("AVC") at adminvc@ucla.edu or UCPD at 310-825-1491.

IV. PROCEDURES

Scheduling of Organized Events is subject to availability on a first-come first-serve basis, and in the instance when there is more than one event request, priority for the use of UCLA Property will be given first to University Units and Registered Campus Organizations. All proposed Organized Events will be reviewed and approved in a viewpoint-neutral manner, provided however that Organized Events in Areas for Public Expression will be approved both in a viewpoint and content-neutral manner.

All Event Organizers must follow the procedures below to request and host an Organized Event that does not constitute as a Major Event, see UCLA Policy 862 to request a Major Event.

1. University Units Requesting an Organized Event

The following steps are for University Units to request an Organized Event:

- a. Event Organizer will contact Campus Venue Scheduler to request a venue at a minimum of **ten (10) working days**. Requesting a campus venue does not guarantee or automatically approve the location or Organized Event. The requested Organized Event and location are subject to review and approval as outlined below.
- b. If Tickets will be utilized, contact the Central Ticket Office (CTO) at least **ten (10) working days** prior to the Organized Event.
- c. The Campus Venue Scheduler will determine whether the event may trigger the Major Events Policy. In determining whether the event is a Major Event, the Campus Venue Scheduler will

consider the Interference Criteria. If considered a Major Event, the Campus Venue Scheduler will contact the UCLA Events Office.

- i. If the Organized Event is deemed a Major Event, the Event Organizer must follow the requirements as outlined in UCLA Policy 862 and notify the UCLA Events Office.
 - ii. If the Organized Event is not a Major Event, the Event Organizer will continue to follow the procedures in this Policy.
- d. The Event Organizer is required to advise the Campus Venue Scheduler and the UCLA Event's Office of information concerning any known or suspected planned demonstration or other potentially disruptive activity that might occur during the event.
 - e. At least **ten (10) working days** prior to the Organized Event, contact Insurance and Risk Management to discuss insurance assessments.
 - f. Fill out and submit EOL Registration form that will be sent by the Campus Venue Scheduler, who initiates the EOL Registration.
 - g. Notifications will be sent to applicable campus providers and/or administration that will review, comment and/or add stipulations to be completed prior to approval.
 - h. The EOL Registration will send the request to the department head or designee of the University Unit requesting the Organized Event for final approval.

Note: By approving the Organized Event the department head has accepted the responsibility of University Guarantor for the Organized Event.

- i. The EOL Registration will send the University Unit (Event Organizer) notification of approval.

2. Registered Campus Organizations (RCO) Requesting an Organized Event

RCO weekly meetings are generally not an Organized or Major Event, see Policy XXX Registered Campus Organizations. However, if the presence of a third-party speaker or guest is reasonably likely to result in a demonstration or substantial disruption to campus activities, this may trigger a Major Event subject to Policy 862. For questions and guidance, contact the RCO SOLE Advisor.

The following steps are for RCOs to request an Organized Event:

- a. Prior to making any arrangements or reservations, contact your SOLE advisor first, to discuss and obtain initial consent about the scope of the event, including but not limited to: the nature of the program; number of anticipated guests; any external participants; desired location; and funding sources. The Event Organizer is required to advise the SOLE Advisor of information concerning any known or suspected planned demonstration or other potentially disruptive activity that might occur during the event.
- b. Contact Campus Venue Scheduler at a minimum of **ten (10) working days** to reserve location. Reserving a campus venue does not guarantee or automatically approve the location or Organized Event. The requested Organized Event and location are subject to review and approval as outlined below.
- c. The SOLE advisor and/or Campus Venue Scheduler will determine whether or not the Organized Event will trigger the Major Events Policy. In determining whether the event is a Major Event, the SOLE advisor and/or Campus Venue Scheduler will consider the Interference Criteria. If considered a Major Event, the SOLE Advisor and/or Campus Venue Scheduler will contact the UCLA Events Office.
 - i. If the Organized Event is deemed a Major Event, the Authorized Representative of the RCO must follow the requirements as outlined in UCLA Policy 862.
 - ii. If the Organized Event is not a Major Event, the Authorized Representative of the RCO will continue to follow the procedures in this Policy.

- d. If Tickets will be utilized, contact the Central Ticket Office (CTO) at least **ten (10) working days** prior to the Organized Event.
- e. In compliance with UC Business and Finance Bulletin BUS-63 (<https://policy.ucop.edu/doc/3520339/BFB-BUS-63>), submit proof of event insurance at least **ten (10) working days** prior to the Organized Event. Event Organizers are encouraged to apply for insurance coverage at the earliest possible time to allow for processing of their insurance application and for underwriting. Please note that submission of an application does not guarantee coverage.
RCO Event Organizers should follow the procedures described at <https://ucla.campusconnexionsuc.com/student-campus-groups/registered-campus-organization/event-liability.html> to arrange for insurance through the approved University provider (at the time of Policy enactment, Mercer was the approved insurance carrier).
- f. The RCO Authorized Representative will fill out and submit the EOL Registration form that will be sent by the Campus Venue Scheduler, who initiates the EOL Registration.
- g. Notifications will be sent to applicable campus providers and/or administration that will review, comment and/or add stipulations to be completed prior to approval.
- h. The EOL Registration will send the request to your SOLE advisor for final approval.
Note: The RCO requesting the Organized Event accepts full responsibility for the Organized Event.

3. Organized Event Requests by Non-Affiliates

Non-Affiliates must have a University Guarantor to schedule an Organized Event on UCLA Property. A guaranty may be approved in one of the following ways:

- a. **Departmental Guaranty**
A University Unit or Authorized Student Government, may guaranty an Organized Event proposed by a Non-Affiliate group (Institution) when the group or event has a direct programmatic relationship to the purposes of the guarantying University Unit. Such a guaranty may be given or refused only on a viewpoint-neutral basis, provided however that a guaranty for an Organized Event in an Area for Public Expression will be given or refused both on a viewpoint and content- neutral basis.
- b. **Institutional Guaranty**
An Organized Event proposed by a non-University group that has no direct programmatic relationship to a University Unit may be guaranteed by the University as an institution. Such communication will be submitted to the UCLA Events Office and subject to review by the Administrative Vice Chancellor, which will make a recommendation to the Chancellor or designee, who may grant an Institutional Guaranty. Such a guaranty may be given or refused only on a viewpoint-neutral basis, provided however that a guaranty for an Organized Event in an Area for Public Expression will be given or refused both on a viewpoint and content- neutral basis.
- c. **Off-Campus Event Guaranty**
Organized Events for which there will be a general appeal to an off-campus audience, including events involving off-campus publicity, promotion, ticketing, or media coverage or which are organized, produced, or funded by an off-campus entity, must have an Institutional Guaranty as defined above, or may be authorized only by one of the following University Units, who will act as the University Guarantor:
 - i. UCLA Events Office
 - ii. UCLA Live/Art of Performance
 - iii. UCLA Performing Arts

- iv. UCLA Housing and Hospitality Services
- v. UCLA Department of Intercollegiate Athletics
- vi. UCLA Student Affairs
- vii. UCLA Extension (UNEX)
- viii. UCLA External Affairs
- ix. ASUCLA Services & Enterprises
- x. UCLA School of the Arts & Architecture
- xi. UCLA School of Theater, Film & Television
- xii. UCLA Herb Alpert School of Music
- xiii. UCLA Anderson School of Management
- xiv. UCLA Luskin School of Public Affairs
- xv. UCLA Luskin Conference Center
- xvi. UCLA College of Letters and Science

Any such guaranty may be given or refused only on a viewpoint-neutral basis, provided however that a guaranty for an Organized Event in an Area for Public Expression will be given or refused both on a viewpoint and content-neutral basis.

Once the University Guarantor has been established, the following steps are for Non-Affiliates to request an Organized Event:

1. Contact Campus Venue Scheduler at a minimum of **ten (10) working days** to reserve location. Reserving a campus venue does not guarantee or automatically approve the location or Organized Event. The requested Organized Event and location are subject to review and approval as outlined below.
2. The Campus Venue Scheduler will confirm the University Guarantor and determine whether or not the event may trigger the Major Events Policy. In determining whether the event is a Major Event, the Campus Venue Scheduler will consider the Interference Criteria. If considered a Major Event, the Campus Venue Scheduler will contact the Events Office.
 - i. If the Organized Event is deemed a Major Event, the Event Organizer must follow the requirements as outlined in UCLA Policy 862 and notify the Events Office.
 - ii. If the Organized Event is not a Major Event, the Event Organizer will continue to follow the procedures in this Policy.
3. If Tickets will be utilized, contact the Central Ticket Office (CTO) at least **ten (10) working days** prior to the Organized Event.
4. In compliance with UC Business and Finance Bulletin BUS-63 (<https://policy.ucop.edu/doc/3520339/BFB-BUS-63>), submit proof of event insurance at least **ten (10) working days** prior to the Organized Event. Event Organizers are encouraged to apply for insurance coverage at the earliest possible time to allow for processing of their insurance application and for underwriting. Please note that submission of an application does not guarantee coverage.

Non-Affiliates (Event Organizers) must submit to the UCLA Events Office a Certificate of Insurance naming "THE REGENTS OF THE UNIVERSITY OF CALIFORNIA" as an additional insured and including an additional insured endorsement with General Liability coverage defined by the UCLA Office of Risk Management, but not less than one million dollars (\$1,000,000) per occurrence.

Organized Events booked on ASUCLA Operated Properties must also submit Certificate of Insurance naming Associated Students UCLA as additionally insured.

Note: The event cannot proceed unless the Certificate is provided to the UCLA Events Office in advance of the event.

The Non-Affiliate Event Organizer may purchase coverage by going to <https://ucla.campusconnexionsuc.com/student-insurance/tenant-user-liability-insurance.html> constituents, or another insurance provider of their choosing. Depending on the risks associated with the event, the Event Organizer may be required to provide higher amounts of general liability coverage, additional types of insurance, or both.

5. The Event Organizer is required to advise the Campus Venue Scheduler of information and the UCLA Events Office concerning any known or suspected planned demonstration or other potentially disruptive activity that might occur during the event.
6. The University Guarantor will fill out and submit the EOL Registration form sent by the Campus Venue Scheduler, who initiates the EOL Registration.
7. Notifications will be sent to applicable campus providers and/or administration that will review, comment and/or add stipulations to be completed prior to approval.
8. The EOL Registration will send the request to the University Guarantor for final approval.
9. The University Guarantor will notify the Non-Affiliate (Event Organizer) of the approval.

Individual Employees and Students that are requesting an Organized Event for personal activities, not associated with the University, are required to follow the Organized Event steps by Non-Affiliates.

V. REFERENCES

1. [UCLA Policy 850: General Use of UCLA Property](#)
2. [UCLA Policy 852: Public Expression Activities](#)
3. [UCLA Policy 862: Major Events](#)
4. [UCLA Policy 106: Visiting Dignitaries](#)
5. [UCLA Policy 860.2: Security Arrangements for Special Visitors](#)
6. [UCLA Policy 850.1: Placement of Temporary Structure on UCLA Campus](#)
7. [Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California](#)
8. [UC PACAOS 30: Policy on Speech and Advocacy](#)
9. [UC PACAOS 40: Policy on Use of University Properties](#)
10. [Robinson-Edley Report on Response to Protests on UC Campuses.](#)

Issuing Officer

/s/ Michael J. Beck

Administrative Vice Chancellor

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