
UCLA Procedure 850.1: Placement of Temporary Structures on UCLA Campus – Public Review Draft

Issuing Officer: Administrative Vice Chancellor

Responsible Department: UCLA Events Office

Effective Date: TBD

Supersedes: UCLA Procedure 850.1, dated 10/19/2009

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I. PURPOSE & SCOPE

Employees, Students, and Non-Affiliates may request to assemble a Temporary Structure on campus in conjunction with an Organized Event, Major Event, or other approved activity.

This Procedure outlines the process to request a Temporary Structure on UCLA main campus in accordance with policies that govern the use of University Property including but not limited to [UCLA Policy 850: General Use of UCLA Property](#), [UCLA Policy 852: Public Expression Activities](#), [UCLA Policy 860: Organized Events](#), and [UCLA Policy 862: Major Events](#).

Requests for a Temporary Structure not on UCLA main campus but on University Property, may contact the UCLA Events Office for advisement on the appropriate University procedures.

II. DEFINITIONS

For the purposes of this Procedure:

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

Defined terms are capitalized in this Procedure.

III. STATEMENT

- A. Any plan to erect or place a Temporary Structure on UCLA campus will be reviewed by the Campus Venue Scheduler (“Venue Scheduler”) of the proposed structure location. The Venue Scheduler is responsible for evaluating the potential impacts of Temporary Structures in their scheduled space and will work with the Office of the Campus Fire Marshal to provide appropriate approval. The UCLA Events Office (the “Events Office”) is responsible for evaluating the potential impacts of Temporary Structures in areas of the campus generally open to the public, Designated Areas for Public Expression, or areas not otherwise managed by any other Venue Scheduler.
- B. In determining to approve Temporary Structures, the Venue Scheduler and/or the Events Office will consider the Interference Criteria and Safety and Security Criteria. Requests may be denied by the Office of the Campus Fire Marshal or other facilities use departments based on applicable fire department or other safety regulations or policies.

- C. 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 Venue Scheduler, the Events Office, Office of the Campus Fire Marshal, Facilities Management, UCLA Police Department, or other services required for facilitating Temporary Structures, are to be paid by the requestor.
- D. 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](#).

IV. PROCEDURES

Temporary Structure requests should be submitted to the appropriate Venue Scheduler and/or the Events Office at a minimum of ten (10) working days, preferably fifteen (15) or more working days prior to the event/activity date.

A. Registered Campus Organization (RCO) Requests

Responsibility	Action
Student Organizations, Leadership and Engagement (SOLE)	Reviews the proposal prior to RCO's written request to the Venue Scheduler, the Events Office, or other campus facilities for Temporary Structure(s) placement.
Registered Campus Organization (RCO)	After approval from SOLE, submits a written request to the appropriate Venue Scheduler and/or the Events Office via email at a minimum of ten (10) working days, preferably fifteen (15) or more working days prior to the event/activity date. Requests must: describe the purpose, scope of the event, duration of the project, proposed location of Temporary Structure(s), preparation requirements, and any anticipated collateral impacts.
Venue Scheduler and/or the Events Office	<ol style="list-style-type: none"> a. Reviews requests, coordinating with appropriate campus departments in evaluating the potential impacts as described in Section III.B above, and consults with, as appropriate, the Office of the Campus Fire Marshal, Temporary Structure vendor, Student Organization, Leadership and Engagement (SOLE), Facilities Management, or Associate Vice Chancellor of Student and Campus Life. b. Forwards plans to UCLA Fire Marshal for approval. Note: Venue Schedulers, including the Events Office, generally are required to coordinate all services for Temporary Structures on behalf of the requester. c. Notifies requester of decision and, if the request is approved, any required conditions.
Office of the Campus Fire Marshal	Works with the Venue Scheduler and/or the Events Office to review and approve the placement of Temporary Structures, applicable safety measures (e.g., weights, fireproofing), and other related equipment based on fire codes and related policies.

B. Employee and University Unit Requests

Responsibility	Action
Employee or University Unit	<p>Submits a written request to the Venue Scheduler and/or the Events Office via email at a minimum of ten (10) working days, preferably fifteen (15) or more working days prior to the event/activity date .</p> <p>Requests must: describe the purpose, scope of the event, duration of the project, proposed location of Temporary Structure(s), preparation requirements, and any anticipated collateral impacts.</p>

Venue Scheduler and/or the Events Office	<ul style="list-style-type: none"> a. Reviews requests, coordinates with appropriate campus departments in evaluating the potential impacts as described in Section III.B. above and consults with, as appropriate, Office of the Campus Fire Marshal, requestor's dean, department chair or director, Temporary Structure vendor, Facilities Management, or Student Organizations, Leadership and Engagement (SOLE). b. Forwards plans to UCLA Fire Marshal for approval. Note: Venue Schedulers, including the Events Office, generally are required to coordinate all services for Temporary Structures on behalf of the requester. c. Notifies requester of decision and, if the request is approved, any required conditions.
Office of the Campus Fire Marshal	Works with the Venue Scheduler and/or the Events Office to review and approve the placement of Temporary Structures, applicable safety measures (e.g., weights, fireproofing), and other related equipment based on fire codes and related policies.

C. Non-Affiliates or Other Group Requests

Non-Affiliates	<p>Submits a written request to the Venue Scheduler and/or the Events Office via email at a minimum of ten (10) working days, preferably fifteen (15) or more working days prior to the event/activity date.</p> <p>Requests must: describe the purpose, scope of the event, duration of the project, proposed location of Temporary Structure(s), preparation requirements, and any anticipated collateral impacts.</p>
Venue Scheduler and/or the Events Office	<ul style="list-style-type: none"> a. Reviews requests, coordinates with appropriate campus departments in evaluating the potential impacts as described in Section III.B. above and consults with, as appropriate, the Office of the Campus Fire Marshal, the dean of the requester's school, Temporary Structure vendor, Facilities Management, Student Organizations, Leadership and Engagement (SOLE), or Administrative Vice Chancellor. b. Forwards plans to UCLA Fire Marshal for approval. Note: Venue Schedulers, including the Events Office, generally are required to coordinate all services for Temporary Structures on behalf of the requester. c. Notifies requester of decision and, if the request is approved, any required conditions.
Office of the Campus Fire Marshal	Works with the Venue Scheduler and/or the Events Office to review and approve the placement of Temporary Structures, applicable safety measures (e.g., weights, fireproofing), and other related equipment based on fire codes and related policies.

Issuing Officer

/s/ Michael J. Beck

Administrative Vice Chancellor

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