
UCLA Policy 864: Lighting of Royce Hall and Powell Library Draft for Public Review

Issuing Officer: Vice Chancellor Strategic Communications
Responsible Dept: Strategic Communications
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I. PURPOSE & SCOPE

The commemorative lighting of Royce Hall and Powell Library is a tradition on campus that allows UCLA to recognize moments of significance to the Bruin community, and to our city, state or country.

This Policy sets forth the appropriate occasions for the commemorative lighting of Royce Hall and Powell Library as well as who can submit lighting requests. Additionally, this Policy establishes the criteria and authority to approve commemorative lighting of Royce Hall and Powell Library.

II. DEFINITIONS

For the purposes of this Policy:

Administrator is a designated UCLA employee from Strategic Communications' Brand team, who intakes lighting requests and processes them with the appropriate entities on campus.

Lighting Committee is a committee of members appointed by the leadership of Strategic Communications, Facilities Management, Student Affairs, the Undergraduate Students Association (USAC) and Graduate Students Association (GSA) (student representatives), Theater Management Services ("TMS"), and the Events Office. The committee makes recommendations to approve or deny requests for commemorative lightings of Royce Hall and Powell Library.

Client is a UCLA department representative or officially recognized UCLA group designated by their Departmental Officer to make a request to light Royce Hall and/or Powell Library. A Client is responsible for any applicable costs and fees associated with the lighting.

Departmental Officer is a University Official who holds the title of Chancellor, Executive Vice Chancellor & Provost, Dean, Vice Provost, Vice Chancellor, Academic Senate Chair, President of Staff Assembly or University Librarian, and is authorized to designate one or more Clients in their area of responsibility to submit lighting requests.

III. POLICY STATEMENT

Commemorative lighting maybe permitted by the University in accordance with this Policy and provided such activity:

- does not interfere with the educational, research and normal program functions of the University;
- does not interfere with previously scheduled events;
- does not pose a security or safety risk; and
- is consistent with legal obligations ,values, and policies of the University.

Any necessary permit and lighting fees will be determined by the Lighting Committee and administered by the Administrator. If University resources are not being utilized for lighting Royce and Powell, any use of outside resources or vendors must be approved by the Events Office and follow existing protocols.

Fees for University services requested or required in connection with the lighting of Royce Hall and Powell Library, such as security, grounds restoration, facilities management, TMS labor, traffic control, parking and any other University services rendered will be charged to the Client.

All requests must be approved by a Departmental Officer or their designee prior to submission to the Lighting Committee. While initial approval by the Lighting Committee is required, that approval does not guarantee that the request will ultimately be authorized. Committee recommendations are made to the Vice Chancellor of Strategic Communications for final approval. There is no appeal process.

A. Brand Guidelines

On occasions where UCLA colors are represented, the color and usage guidelines noted in the [Brand Guidelines](#) must be followed. There is a brightness to UCLA Blue and UCLA Gold that is especially appropriate to Southern California, and different from other University of California campuses. All other color requests will be considered on a case-by-case basis.

B. Appropriate Occasions

The following are appropriate occasions to light Royce and Powell:

1. Major UCLA milestones (e.g., university anniversaries, national championship wins)
2. National recognition months as defined by the [National Archives EEO Special Emphasis Observances](#), particularly when there is a clearly established and commonly recognizable set of colors associated with the group being recognized in that month.
3. Significant campus, city, state and national events (e.g., an event to honor lives lost during the COVID pandemic) that align with UCLA priorities and values.

C. Who May Submit a Request

The lighting of Royce and Powell is a costly and time-intensive process reserved for authorized occasions, and therefore access to lighting is limited. A Departmental Officer or designee and Clients may submit lighting requests. Requests for Royce and Powell lighting cannot be submitted without prior knowledge from a Departmental Officer or his/her/their designee(s). Lighting requests must be submitted to the Administrator.

The following may request lighting of Royce Hall:

- Departments or Divisions related to the official business of the University
- Academic Senate

- The Graduate Student Association, Undergraduate Student Association, and Registered Campus Organizations must make requests through the department in which they are registered or sponsored

D. Who May Not Submit a Request

The following entities may not request lighting of Royce Hall and Powell Library:

1. Organizations not officially registered with the University or otherwise not sponsored by a University department or unit;
2. Any commercial organization not in direct partnership with UCLA;
3. Organizations which function as a collective bargaining agent for University employees;
4. Non-University organizations soliciting funds, except for charitable organizations that have received prior approval from the Chancellor or designee;
5. Members of the general public.

IV. RESPONSIBILITIES

In addition to ensuring compliance with this Policy and all appropriate guidelines and regulations, the following have specific responsibilities with respect to implementing this Policy.

A. **The Administrator** is responsible for:

- Evaluating all lighting requests with the Lighting Committee and, if approved, determining the appropriate services usage in conjunction with the Events Office.
- Obtaining approval from the authority in direct charge of Royce and Powell for their lighting.
- Determining the need for assigning an on-campus location manager for set-up and clean-up, if necessary.
- In concert with the Events Office, ensuring any necessary fees are paid to cover the following: security, grounds restoration, facilities management, TMS labor, traffic control, parking and any other University services rendered.
- If needed, reviewing permit requests and routing as appropriate.

B. **The Lighting Committee** is responsible for:

- Reviewing lighting requests and approving or denying requests.
- Providing final lighting recommendations to the Vice Chancellor of Strategic Communications.
- Determining any permit and lighting fees.
- Reviewing Policy exception requests and approving or denying requests.

C. **The Vice Chancellor for Strategic Communications** is responsible for:

- Approving or denying final recommendations from Lighting Committee.
- Approving or denying exceptions to Policy.

V. REFERENCES

1. [UCLA Policy 110, Use of the University's Names, Seals, and Trademarks](#);
2. [UCLA Brand Guidelines](#)

Issuing Officer

/s/ Mary Osako

Vice Chancellor Research Strategic Communications

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