

## TERMS & CONDITIONS OF VENUE USE

- 1) **Venue Availability:** Availability to accommodate requests is based on pre-existing events or reservations, parties may need to be flexible with dates in the case of scheduling conflicts.
- 2) **Terms of Payment:** Payment for venue use and services will be due on the day of your event. Internal UCLA Campus Event Organizers will be asked to pay via campus recharge. External parties will be asked to pay by check.
- 3) **Audio Visual Equipment & Services:** Any requests for AV needs (projector, laptops, microphones, hearing impaired listening devices etc.) should be made at the time of reservation and no less than 7 days in advance of the event. If a request is made with shorter notice, AV support may not be available. An agenda for event programs taking place in the CNSI Auditorium must be provided at least three (3) days prior to the event.
- 4) **Required Staffing:** A mixture of client and CNSI staffing is required for each event. Such staffing requirements will be discussed and agreed upon prior to the event.
- 5) **Catering Restrictions:** If the event involves catering, companies utilized must be UCLA approved vendors. Also, a member of the client party must be on site for drop-off and pick-up of catered items.
- 6) **Serving Alcoholic Beverages:** Event organizers are expected to abide by, and enforce all UCLA policies and state laws on alcohol.
- 7) **Event Layout & Furniture Arrangements:** CNSI has a stock of event furniture that may be used by the client. Event layout packages will be provided as options at the start of planning for said event. If the client has needs outside of what can be provided an event rental company approved by the campus can be used. Please notify CNSI Staff of the set-up and strike of outside rentals so that the CNSI Loading Dock can be made available.
- 8) **Auditorium Regulations on Food & Drink:** No food or drink is allowed in the CNSI auditorium. Bottled water and insulated spill-proof thermo-mugs will be allowed. The requesting party is responsible for monitoring and ensuring that event participants abide by these rules.
- 9) **Provision of Wi-Fi Internet Access:** Participants of external events may utilize free UCLA Wifi, accessible by connecting laptops or other devices to the wireless network "UCLA\_WEB".

- 10) **UCLA Courtesy Parking:** Event participants should be directed to Parking Structure 9, which is adjacent to UCLA CNSI. Clients must make parking arrangements via the UCLA Courtesy Parking Office. Arrangements will ensure that all are directed to Structure 9 (or nearby). Campus parking rates are \$11 per automobile. Clients may also pay for parking on behalf of their guests. Other options provided by this office include directional signage and/or the hiring parking attendants to assist larger groups. Please contact UCLA Courtesy Parking offices by dialing (310)825-3169
- 11) **Venue Reinstatement & Cleaning:** CNSI Conference Rooms and Facilities must be left in the condition in which they are found. A Facilities Service Request for basic clean-up and replenishing of lavatory supplies will be placed as these charges are included in the venue costs associated with rental. If CNSI determines any additional facility requests are necessary, they will be charged to the client.
- 12) **In Case of Accidents:** Any accidents or injuries should be reported immediately by dialing '911'. CNSI Staff should also be made aware of the incident immediately so that help can be provided as quickly as possible.
- 13) **In Case of Damages:** Any damage incurred to CNSI facilities or equipment will be the liability of the requesting party and/or their department and CNSI reserves the right to use either the recharge ID provided to restore the damaged facility, or provide an addition to the final invoice to the client to cover these items.
- 14) **The Right to Refuse Service:** UCLA CNSI reserves the right to not reserve venue space for an event for any reason.