

JWAC Space Usage and Rental Policy

The James West Alumni Center operates under four guiding principles: safety, True Bruin Values, The Bruin Promise, and the Principles of Community.

Risk Management

Clients who utilize the James West Alumni Center rental spaces are subject to all campus, university, local, state and federal laws.

- All event guests and attendees are subject to University rules and regulations.
- Event rental spaces must be used for the purpose agreed upon when making the reservation.
- Event rental spaces must be vacated by the end of the reservation time frame.
- All guests must stay in the reserved space(s).
- No animals are permitted inside the James West Alumni Center besides service animals.
- Reservations must provide the name and contact information of the individual who will serve as on-site contact.
- Alcohol Policy
 - Alcohol beverages must be served by a licensed, professional bartender. A list of vendors may be provided.
 - No alcoholic beverages will be served to anyone under the age of 21. Any entity making a reservation will need to provide written confirmation that IDs will be checked.
 - Alcoholic beverages cannot be consumed or removed from the premises.
- The UCLA Alumni team member staffing the event will be the last to lock up and leave the building after a reservation is complete.
- All equipment brought into the James West Alumni Center is the responsibility of the reserving entity.
 - Any equipment left behind is not the responsibility of the James West Alumni Center team.

Health & Safety

Safety is our top priority when it comes to operating the James West Alumni Center. All events and programs taking place in the James West Alumni Center rental spaces must follow all health-related federal, state, local and campus health guidelines.

- UCLA is a smoke and tobacco-free campus and this applies to events taking place indoors or outdoors at the James West Alumni Center.
- The size of the group and the type of function must conform to regulations as set forth by the UCLA office of Environment, Health and Safety.
- If an event is taking place after 5 p.m. and the doors are unlocked, there must be at least one (1) staff member at each entrance that is unlocked.

- No open flames will be allowed on the premises of the James West Alumni Center.

Duration

We strive to meet the needs of all our clients. These policies help us provide the best service to our clients, especially during our busy reservation periods.

- The various rental facilities within the James West Alumni Center (Collins Conference Room, Founder's Room and the Kerr Galleria) may be utilized for events seven days a week, 6 a.m. - 10 p.m.
- Reservations will be held in four (4) and eight (8) hour time blocks.
- Reservations may not go past 10 p.m.

Fees

The James West Alumni Center event spaces generate income to maintain the building and manage its upgrades so that we can continue to meet the needs of our diverse and vibrant UCLA community

- Reservation Fees: All event fees must be paid in full by the Monday of the week preceding the event. Event fees include:
 - Rental fees
 - Facilities Service Fee: All reservations serving food and beverages will be subject to a facilities service fee of \$200/reservation.
 - Staffing Fee: All reservations taking place after 5 p.m. will require a staff member present. Each staff member needed for the event will incur a charge of \$35/hour.
 - Cancellation Fee: Any group that cancels the reservation less than 5 business days preceding the event will be charged 50% of the room fee.
 - Additional Charges
 - If there are spills staining the carpet or excessive trash left behind, the reservation will incur a charge of \$200.
 - If there is damage to equipment, furniture or the facility, a charge will be incurred in the amount it costs to replace damages.
 - If an event goes over the reservation time block by more than 15 minutes, a charge of \$100 will be incurred plus the \$35/hour for the staff member.
 - No items can be left overnight after the reservation is over. Any items left behind may incur an additional storage fee of \$100/day.
 - No refunds are provided 5 business days or less before the event

Special Accommodations

Any special accommodations must be requested to and approved by the Associate Vice Chancellor Alumni Affairs.