

# EXHIBIT K

**DRAFT**

**University of California, Berkeley**

**Policy Issued:**

**Effective Date:**

**Supersedes: None, New Policy**

**Next Review Date:**

**Campus Events Hosted by Non-Departmental Users (Interim)**

Responsible Executive: Vice Chancellor-Student Affairs

Responsible Office: ASUC Student Union

Contact: TBA

**Policy Statement**

The University of California, Berkeley is committed to free speech as essential to its educational mission and as a vital component of its identity. The University is also committed to enabling student organizations and other groups to host a variety of events on campus and thereby to supplement and enrich students' educational experience. Toward that end, the campus makes certain facilities and spaces available to student organizations and to other non-University users for events.

The campus recognizes, however, that such events can raise significant security concerns. To ensure safety while protecting the First Amendment rights of those who wish to participate in events hosted on campus, the campus will enforce the following rules for events hosted by non-departmental users. This policy is explicitly intended to support the right and ability of non-departmental users to host major events of their choosing on campus and will be applied without regard for perspectives or positions expressed in connection with those events.

Non-departmental users may host events in certain campus facilities and spaces with written permission from the campus and must adhere to the terms and conditions of this policy. For purposes of this policy, non-departmental users include any individuals other than current employees of the University of California acting within the course and scope of University employment and any organizations other than academic and administrative departments of the University of California. Non-departmental users include, but are not limited to, private corporations, non-profit organizations, unincorporated associations, and student organizations

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including student government entities. (Please see the Glossary on page 10 for definitions of these terms.)

## **Scope of Policy**

This policy is applicable to the entire campus.

For purposes of this policy, an event is any planned gathering including but not limited to celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and conferences. Major Events are defined as events occurring in locations other than outside areas of the campus generally open to the public as defined in Sections 331 and 333 of the Berkeley Campus Regulations Implementing University Policies at which any of the following conditions apply:

1. Over 100 persons are anticipated to attend;
2. Authorized campus officials determine that the complexity of the event requires the involvement of more than one campus administrative unit;
3. Authorized campus officials determine that the event is likely to significantly affect campus safety and security (based on assessment from the University of California Police Department, hereafter UCPD) or significantly affects campus services (including kiosk guards, service roads, or parking);
4. Authorized campus officials determine that the event has a substantial likelihood of interfering with other campus functions or activities;
5. The event is a dance or concert, regardless of how many attendees;
6. Alcohol is intended to be served; or
7. Outdoor amplified sound is requested.

Any determination by authorized campus officials that an event constitutes a Major Event under items 1, 2 or 3 above shall be based on the officials' assessment of information other than the content or viewpoints anticipated to be expressed during the event. The campus will use the UC Berkeley Event Risk Grid (Appendix A) to further determine the potential impact of an event and what permits, reviews, or other requirements are necessary.

This policy applies to events that are scheduled, organized, or supervised by non-departmental users or over which non-departmental users have authority to decide whether to hold the event or to determine the contents of the event. For purposes of this policy, supervision is defined as direct, on-site responsibility for the event.

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Events scheduled, organized, and supervised by campus academic and administrative departments are not subject to this policy. Only University employees acting in the course and scope of their University employment may supervise a departmental event.

## **Why We Have This Policy**

This policy has been developed to promote the efficient and orderly use of University property. University property (which includes both facilities and grounds) is intended to further the University of California's mission of education, research, and public service. Priority for the use of University property will be given to academic and administrative departments of the University of California. Subject to the requirements of this policy, and to campus regulations and policies applicable to specific facilities, campus facilities may be made available for use by non-departmental users provided those facilities are not needed by the campus at that time and use by the non-departmental users does not disrupt campus business or activities.

This policy operates in conjunction with specific deadlines, policies, and regulations for each campus facility, including the [Berkeley Campus Regulations Implementing Policy](#), as well as the Berkeley Event Planning Timeline (Appendix B). Facility reservation deadlines and other procedural details may vary among campus facilities. Therefore, the facility manager of the requested venue must be consulted before the event to obtain specific details concerning reservation and event procedures.

Deadlines outlined in the Campus Event Planning Timeline must be met. Failure to comply with campus regulations and policies pertaining to events may result in denial of the sponsor's facility use request.

## **Procedures**

Use of campus facilities by non-departmental users is subject to the requirements of sections 210-225 of the [Berkeley Campus Regulations Implementing Policy](#). In addition, Major Events are subject to procedures and requirements set forth below. In the event of a conflict between the provisions of the Berkeley Campus Regulations Implementing Policy and this policy, the provisions of this policy shall govern for Major Events.

### **Student Organization Events**

For purposes of this policy, student organization events include any event sponsored or co-sponsored by a non-departmental user that is a University-recognized student organization, including the Associated Students of the University of California (ASUC), the Graduate Assembly (GA), Registered Student Organizations, Sponsored Student Organizations, and Affiliated Student Organizations.

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The following procedures must be followed for student organization events that qualify as Major Events:

- A. One student signatory of a currently registered or sponsored organization seeking to use University property to hold an event must:
1. Review the [Event Registration Form](#) obtainable from the LEAD Center.
  2. Make a preliminary facility reservation for the event's desired location, preferably eight weeks or more prior to the event. If security arrangements and other preparations cannot be made in compliance with this time frame, the event may not be approved for the date and time requested.
  3. Facility policies may vary by location. Contact the building manager, Classroom Scheduling Office, or the Student Union Events team for details and requirements. The preliminary reservation does not constitute approval of the use of the venue at the proposed date and time.
  4. Preferably eight weeks or more prior to the event, complete and submit the [Event Registration Form](#) to the LEAD Center at [eventreview@lists.berkeley.edu](mailto:eventreview@lists.berkeley.edu).
  5. Complete and submit a Police Services Request Form to the Special Events Unit of the UCPD regarding a security assessment for the event, if required (see Appendix A to this Policy, UC Berkeley Event Risk Grid). This must be done at least eight weeks prior to the event. Consult with the assigned LEAD Center Advisor to determine if a security assessment is needed.
  6. Meet with the assigned LEAD Center Advisor to review event details at least six weeks prior to the event.
  7. Submit publicity materials to the assigned LEAD Center Advisor for review at least five weeks prior to the event. All publicity materials, including but not limited to flyers, posters, banners, emails, and social media, must be reviewed by the LEAD Center prior to posting or distribution.
  8. Event insurance must be secured at least one week prior to the event. At least two weeks prior to the event, contact Campus Connexions (<http://ucberk.campusconnexionsuc.com/Constituency/Registered-Student-Organization>) to arrange for event insurance.
  9. Comply with all pre-event requirements as established by the LEAD Center, UCPD, Risk Services, and the facility manager. A variety of permits and/or waivers may be required.

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10. The LEAD Center will endeavor to approve student organization events at least two weeks in advance of the requested date, assuming all other procedures within the stated timeline have been met.
- B. Organizers of the event and the student organization signatory who complete the event registration are required to meet with an Event Coordination Team [membership to be determined]. The event coordination meeting is required at least four weeks before the event. Among other considerations, the Event Coordination Team will review the application for use of campus space in light of other campus events occurring during the same time period. Officials from the LEAD Center and/or the Event Coordination Team may request an additional meeting to ensure that all instructions agreed to at the event coordination meeting have been carried out.
- C. Three weeks prior to a major event, the UCPD police chief or designee will inform a group including representatives from the Berkeley Police Department, the City Manager's office, and the Telegraph Business Improvement District (T.B.I.D.), or their designees, about the event. The UCPD police chief or any member of this group may request additional meetings in advance of the event to discuss concerns.
- D. Events must end no later than 2:00 a.m. or at a time determined by the campus administration based on the UCPD security assessment, or as prescribed by specific facility policies, campus policies, and City of Berkeley ordinances. Additional charges may be applicable to extend events beyond specific building hours.

**All Other Non-Departmental Users**

All other non-departmental users of campus facilities must follow the procedures established in the campus policy on [Facility Use Permits](#). The University reserves the right to require that events co-sponsored by student organizations and other non-departmental users comply with the campus policy on Facility Use Permits.

The following is a summary of the Facility Use Permit policy. Nothing in this summary supersedes the requirements of the Facility Use Policy:

Facility Use Permits for use of University property by non-departmental users are handled by the campus academic or administrative department overseeing the property. The authority to approve use of University property to non-departmental users is delegated to the highest-level administrative official of each campus department and applies only if these guidelines are followed:

- A. The [Facility Use Permit form](#) is used. This document has been developed to ensure that the University's assets and interests are properly protected. The completed and signed Facility Use Permit is retained by the department for a period of five years after its

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expiration.

B. A Certificate of Insurance is received from the non-departmental user naming “THE REGENTS OF THE UNIVERSITY OF CALIFORNIA” as an additional insured with General Liability coverage of not less than one million dollars (\$1,000,000) per occurrence. The event cannot proceed unless the Certificate is provided to the University by the deadline specified by the campus department overseeing the property. If the non-departmental user does not have event insurance, the non-departmental user may purchase coverage by going to Campus Connexions at <http://ucberk.campusconnexionsuc.com/Constituency/Tenant-User>. Depending on the risks associated with the event, non-departmental users may be required to provide higher amounts of general liability coverage, additional types of insurance, or both.

Please consult the full Facility Use Permits policy for more information.

Upon receipt of a Facility Use Permit for an event that may qualify as a Major Event, the academic or administrative department overseeing the property will contact the UCPD and request a review.

To the degree an academic or administrative department co-sponsors a major event with a non-departmental user or authorizes use of facilities under its control for events sponsored by a non-departmental user, it may be required to reimburse security costs and other costs incurred by other campus units.

**Procedures Applicable to All Non-Departmental Users of Campus Facilities**

- A. Any agreements or contracts that non-departmental users enter into with third parties related to the event are signed at the risk and liability of the non-departmental user. Non-departmental users are liable for all costs related to the event. This includes, but is not limited to, facility fees, basic security costs (as described in the section on Security Procedures below), and any damages that may occur as a result of the event. Individual non-departmental users may be held personally liable for costs related to the event.
- B. All event attendees may be subject to search for contraband, weapons, drugs, alcohol, and other illegal or prohibited materials. Participants will be notified through clearly posted signs at the event entrance if they will be subject to a search.
- C. The maximum room capacity for all campus facilities is established by the Campus Fire Marshal. The property manager may reduce capacity further in accordance with staff availability and other considerations.
- D. The possession and/or consumption of alcohol at events is prohibited unless service is

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provided by an ABC-licensed supplier under contract, and the ABC-licensed supplier provides the Regents of the University of California with proof of liquor liability insurance coverage for at least \$1 million. A campus alcohol service permit issued through the UCPD is also required. Under no circumstances will an individual under the age of 21 be served alcohol. If alcoholic beverages are served at a student organization event, a University employee acting within the course and scope of employment must attend the Event Coordination Meeting, be present at the event, and assume responsibility for ensuring that no one under the age of 21 consumes alcohol. If alcohol is served at an event, at least 20% of all beverages must be non-alcoholic and food must be provided throughout the event. Non-alcoholic beverages must be prominently displayed and served in the same place as alcoholic drinks.

- E. The use and/or possession of illegal drugs are prohibited at all campus events.

**Security Procedures**

- A. If required pursuant to the criteria set forth in Appendix A, UCPD will conduct a security assessment based on information provided on the Police Services Request form and such other information as UCPD may obtain.
- B. In consultation with Campus Legal Affairs, UCPD will evaluate risks based on objective and credible evidence of specific risks, and not on assessment of the viewpoints, opinions, or anticipated expression of the speakers. Permissible factors for consideration include but are not limited to: (a) the proposed location of the event, (b) the estimated number of participants, (c) the time of the day that the event is to take place, (d) the date and day of the week of the event, (e) the proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented, (f) the resources needed to secure the event, (g) the anticipated weather conditions, (h) the estimated duration of the event, and (i) any similar viewpoint- and content-neutral considerations relevant to assessment of security needs.
- C. UCPD will make security recommendations that, in UCPD's professional judgment, will address security threats identified as a result of the evaluation conducted pursuant to subpart B above. The goals of UCPD's security recommendations will be to:
  - 1. Minimize risks to the health and safety of the event participants and audience;
  - 2. Minimize risks to the campus and surrounding community;
  - 3. Maximize the ability of the event sponsors to successfully hold the event; and
  - 4. Protect the exercise of rights of free expression by the event sponsors, participants, and community.

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Recommended security measures may include, but are not limited to, adjusting the venue, date, and time of the event; providing additional law enforcement; imposing controls or security checkpoints; and creating buffer zones around the venue.

- D. If UCPD determines the event has substantial security needs, the host organization must schedule a security assessment meeting with UCPD no later than six weeks prior to the event date. The meeting may include, as necessary, the following: a staff member from the LEAD Center; the facility manager or designee; and one or more student organization signatories and other representatives from the sponsoring organization. The student(s) serving as event coordinator(s) will be made known to the UCPD at this time and will be present at meetings and available for consultation throughout the event-planning period. UCPD will discuss security concerns and recommendations at the security assessment meeting, and meeting participants will discuss options for addressing security needs that UCPD has identified.
- E. If UCPD determines that, because of new information it has received or changing circumstances, its security assessment must be modified, it will schedule additional meetings or communications with the LEAD Center, sponsors, and other appropriate stakeholders to discuss its revised recommendations.
- F. Should the event sponsors and UCPD be unable to agree on implementation of security measures or recommendations, the event sponsor may submit an appeal to the Chancellor or the Chancellor's designee for final determination. The Chancellor or Chancellor's designee may determine the security measures required for the event based on UCPD's security assessment. The goals of that determination will be to:
  - 1. Minimize any identified threat to health and safety of the event participants and audience;
  - 2. Minimize any identified threat to the campus and surrounding community;
  - 3. Maximize the ability of the event sponsors to successfully hold the event; and
  - 4. Protect the exercise of rights of free expression by the event sponsors, participants, and community.

Implemented security measures may include, but are not limited to, adjusting the venue, date, and time of the event; providing additional law enforcement presence at the event; imposing controls or security checkpoints at the event; and creating buffer zones around the event venue; . The Chancellor or Chancellor's designee will provide the event sponsor with a written explanation of the reasons for his or her final decision.

- G. If during an event an imminent threat to safety or property arises, avoidance or minimization of which requires termination of the event, authority to terminate the event rests with the senior civilian administrator designated to oversee law enforcement operations. If no senior administrator is present or available, authority is delegated to the highest-ranking UCPD officer at the event.

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- H. The event sponsors must agree to reimburse costs of basic event security provided by UCPD. Security fees will be based on standard, approved, and published recharge rates for UCPD or other security personnel and for any associated equipment costs or rentals. The number of personnel and amount and type of equipment charged will be based on assessment including but not limited to the following criteria:
1. Event venue, including venue size, location, number of entrances and exits to be staffed;
  2. Time of day;
  3. Number of expected attendees;
  4. Whether entrances will be controlled and whether tickets will be sold;
  5. Whether the event will be open and/or advertised to non-affiliates of the University;
  6. Whether alcohol will be served;
  7. Whether there will be sales of food, beverages, or other items and whether cash handling will occur;
  8. Whether event performers come with personal security teams or details that require UCPD liaisons; and
  9. Whether event sponsors or event performers request additional security measures.

Additional security fees will not be charged to event sponsors based on concerns that the subject matter of the event or the viewpoints, opinions, or anticipated expression of the sponsors, event performers, or others participating in the event might provoke disturbances or response costs required by such disturbances.

**Dances**

For purposes of this policy, a dance is any social gathering whose primary purpose is the promotion of free movement to amplified music in an unobstructed area at a University property. The following additional requirements apply to dances:

- A. Only UC Berkeley students with valid student identification cards and their accompanied guest(s) may attend a dance held in a campus facility. All event attendees are required to show a college or state-issued photo identification. Non-University of California students under 18 years of age will not be admitted. A maximum of two guests per UC Berkeley student are allowed, and all guests must accompany the UC Berkeley student.
- B. It is common for conferences held on campus to include a dance for attendees, who may or may not be UC Berkeley students. For conferences held on campus, only conference attendees and one guest may attend, regardless of University affiliation. The conference organizers must distribute tickets in advance.

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- C. Advance ticketing is required for dances. Tickets may be sold at the door up to one hour after the event begins.
- D. The number of tickets sold or distributed cannot exceed the estimation of guests approved or the room capacity.
- E. Tickets must be sequentially numbered.
- F. Tickets will state that a college or state-issued identification is required for entrance to the event.
- G. Online ticket sales may be conducted by utilizing a LEAD Center-approved online vendor.

## **Responsibilities**

### **Chancellor or Designee:**

- Makes the final decision on appeal in the event the UCPD and non-departmental user cannot agree on implementation of security measures or recommendations.

### **LEAD Center:**

- Takes primary responsibility for working with student organizations holding events on campus.
- Reviews event registration forms submitted by student organizations.
- Reviews event details with student organizations as necessary.
- Reviews publicity materials with student organizations as necessary.

### **Classroom Scheduling, Student Union Events Team, and Senior Financial Officers in Each Campus Department or Unit, and Building Managers:**

- Using the campus Facility Use Form, review and (if appropriate) approve applications for the use of their space by non-departmental users.
- Promptly contact UCPD about any events in their space that may qualify as Major Events.

### **UCPD:**

- Coordinates and/or provides safety and security services at campus events held by non-departmental users.
- Reviews Police Services Request Forms submitted by non-departmental users.
- When required by this policy, conducts security assessments for events held by non-

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departmental users.

- Informs City of Berkeley partners of impending Major Events.
- Searches event participants for weapons and other contraband as necessary, or authorizes a security team to perform those services on its behalf.

**Risk Services:**

- Determines appropriate insurance requirements for events held by non-departmental users.
- Advises campus clients and non-departmental users about insurance coverage available via Campus Connexions.
- Assists campus units whose property has been damaged by non-departmental users.

## **Web Address for This Policy**

<http://campuspol.berkeley.edu/policies/nondeptusers.pdf>

## **Glossary**

**Academic Department:** A college, school, a division of a college or school, or a department within a college or school of the University of California, Berkeley. For purposes of this policy, the term academic department includes organized research units and academic centers.

**Administrative Department:** A non-academic campus unit dedicated to the operational, financial, and/or strategic functions of the University of California, Berkeley.

**Dance:** Any social gathering whose primary purpose is the promotion of free movement to amplified music in an unobstructed area at a University property.

**Event:** Any planned gathering including but not limited to celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and conferences.

**Major Event:** An event occurring in locations other than outside areas of the campus generally open to the public as defined in Sections 331 and 333 of the Berkeley Campus Regulations Implementing University Policies at which any of the following conditions apply:

1. Over 100 persons are anticipated to attend;
2. Authorized campus officials determine that the complexity of the event requires the involvement of more than one campus administrative unit;

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3. Authorized campus officials determine that the event is likely to significantly affect campus safety and security (as defined by UCPD) or significantly affect campus services (including kiosk guards, service roads, or parking);
4. Authorized campus officials determine that the event has a substantial likelihood of interfering with other campus functions or activities;
5. The event is a dance or concert, regardless of how many attendees;
6. Alcohol is intended to be served; or
7. Outdoor amplified sound is requested.

**Non-Departmental User:** (1) An individual not currently employed by The Regents of the University of California, or an employee of The Regents of the University of California acting outside the course and scope of employment; or (2) A group, association, corporation, or other combination of individuals that is neither an academic nor administrative department of the University of California.

**Registered Student Organization:** Registered student organizations, sponsored campus organizations, and affiliated campus organizations as further defined in the [Berkeley Campus Regulations Implementing University Policies](#).

**Supervision:** Direct, on-site responsibility for an event.

**University Property:** Any building or outdoor facility owned or leased by The Regents of the University of California on behalf of its Berkeley campus.

## **Related Documents and Policies**

1. Berkeley Campus Regulations Implementing University Policies: <http://sa.berkeley.edu/campus-regulations>
2. University of California Policies Applying to Campus Activities, Organizations and Students (PACAOS): <http://ucop.edu/student-affairs/policies/student-life-policies/pacaos.html>

## Appendix A: UC Berkeley Event Risk Grid

STUDENT EVENT WORKSHEET					
DESCRIPTION OF EVENT					
Please fully describe the event. When is the event? Where will the event be held?					
NUMBER OF ATTENDEES (Participants & Spectators)	Over 1,000	500-1000	201-500	100-200	100 and under
	UCPD - Security Assessment				
	Insurance (depending on nature of event)				
	Waiver forms for participants?				

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<b>TYPE OF ATTENDEES</b>	<b>Open to the Public</b>	<b>Students and Invitees</b>	<b>College Students Only</b>	<b>UCB Students Only</b>	<b>Invited Guest List</b>
	Insurance (depending on nature of event)	Insurance (depending on nature of event)	Insurance (depending on nature of event)	Insurance (depending on nature of event)	Insurance (depending on nature of event)
	UCPD - Security Assessment	UCPD - Security Assessment	UCPD - Security Assessment		
<b>ALCOHOL AT EVENT</b>	<b>Yes, and It's Free</b>	<b>Yes, for a Price</b>			<b>None</b>
	Certificate of Insurance	Certificate of Insurance			
	UCPD - Alcohol Permit	ABC - PERMIT			
		UCPD - Alcohol Permit			
<b>EVENT TIME</b>	<b>Goes Past Midnight/Over night Stay</b>	<b>Over by Midnight</b>	<b>Over by 11pm</b>	<b>Over by 10pm</b>	<b>Held during Daylight Hours</b>

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	UCPD - Security Assessment	UCPD - Security Assessment	UCPD - Security Assessment		
<b>EVENT LOCATION</b>		<b>Off-Campus Location</b>	<b>Other Campus Location</b>	<b>Central Campus or Residence Hall</b>	<b>General Assignment Classroom</b>
		Insurance (if location requires)	Insurance (depending on nature of event)	Insurance (depending on nature of event)	Insurance (depending on nature of event)
<b>MARKETING/PROMOTION</b>	<b>Social Media/Open to Public</b>	<b>Social Media/Closed Group</b>	<b>Closed Group</b>	<b>Word of Mouth</b>	<b>No Promotion</b>
	Insurance (depending on nature of event)				
	UCPD - Security Assessment				

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<b>PRICE</b>	<b>Free, More than 200 Attendees</b>	<b>\$1 to \$10</b>	<b>\$11 to \$24</b>	<b>\$25 or More</b>	<b>Free, Closed Group Under 200 Attendees</b>
		Cash handling precautions	Cash handling precautions	Cash handling precautions	
<b>CELEBRITY/ PUBLIC FIGURE</b>	<b>Yes, a Nationally Recognized Personality/Performer</b>		<b>Yes, a Local Personality/Performer</b>		<b>No</b>
	UCPD - Security Assessment		UCPD - Security Assessment		
	Insurance-required		Insurance- required		
<b>MINORS</b>	<b>Kindergarten-5th Grade</b>	<b>Sixth-Eighth Grade</b>	<b>Ninth-Twelfth Grade</b>	<b>17 years old, Non-Affiliate</b>	<b>17 Years Old, UC Student</b>

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	Insurance-required	Insurance-required	Insurance- required	Insurance- required	
	Accidental Injury report form				
	Authorization for consent to treatment of minors form	Authorization for consent to treatment of minors form	Authorization for consent to treatment of minors form	Authorization for consent to treatment of minors form	
	Emergency Contact Information	Emergency Contact Information	Emergency Contact Information	Emergency Contact Information	
	Waiver forms from parents				
<b>FOOD</b>		<b>Cooking/Open Flame</b>	<b>Catered/Delivered</b>	<b>Pre-Packaged Only</b>	<b>No Food</b>
		EH&S - Food permit	Insurance from caterer		
		EH&S - Fire permit			
		Insurance-required			

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<b>TRANS-PORTATION</b>	<b>Personal Vehicles Taking Passengers</b>	<b>Private Plane or Boat</b>	<b>Personal Vehicles with no Passengers/ Chartered Bus or Boat</b>	<b>Public Transportation/ Commercial Plane</b>	<b>None</b>
	Auto Insurance from Driver	Insurance from owner of plane/boat)			
	DMV pull and driver safety review				
	Valid Driver's License				
<b>NON-FOOD VENDORS/ OTHER FINANCIAL CONSIDERATIONS</b>		<b>Bounce Houses and Other Physical Activities</b>	<b>DJ or Band</b>	<b>Donations, Philanthropic Appeals, etc.</b>	<b>None</b>

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		Insurance from vendor	Insurance from vendor	Cash handling precautions	
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## Appendix B: Berkeley Event Planning Timeline

<b>EVENT SERVICES TIMELINE</b>				
<b>Due date</b>	<b>Org type</b>	<b>Item</b>	<b>Policy</b>	<b>Notes:</b>
8 weeks prior	RSO	Submit Reservation Request for Facility	Event Policy: RSO	
8 weeks prior	RSO	Event Registration form is submitted to the LEAD Center	Student Groups: Policy	
4 weeks prior	All	Meeting between Event Services and client is scheduled	Student Groups: Policy	
4 week prior	RSO	Submit Police Services Request Form to UCPD	Events Policy: RSO	
6 weeks prior	RSO	Meet with LEAD Center Advisor	Events Policy: RSO	
7 weeks prior	ALL	Meet with UCPD security plan meeting	UCPD Special Events Webpage	
5 weeks prior	RSO	Submit Publicity Material for approval by LEAD Center	Student Groups: Policy	
2 weeks prior	RSO	Room reservations and event times final	Student Groups: Policy	
2 weeks prior	All	50% of estimated total cost due	ASUC Student Union Bulding Policy/Procedure	
2 weeks prior	RSO	Event Services cancellation w/o 50% estimated cost penalty	Student Groups: Policy	
2 weeks prior	All	Money collection approved by Event Services (including coordination with UCPD)	Campus Regulations	

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2 weeks prior	All	PO set up for events with estimated costs >\$250	ASUC Student Union Bulding Policy/Procedure	
1 week prior	All	Approved Special Event Permit (including signatures from Event Sponsor, Building Manager) - 2 weeks prior is recommended	UCPD Special Events Webpage	
8 weeks prior	All	Police Services Request Form submission is Due (UCPD)	UCPD Special Events Webpage	
1 week prior	All	Vendor Insurance Due	Student Groups: Policy	
1 week prior	Non-affiliates	100% of estimated total cost due	ASUC Student Union Bulding Policy/Procedure	
1 week prior	All	Approvals for amplified sound from Building Coordinator, Event Services	Campus Regulations	
1 week prior	RSO	Equipment request and room diagrams final	Student Groups: Policy	
1 week prior	All	Late Adds & Changes subject to \$87 admin fee, payment due upon request	ASUC Student Union Bulding Policy/Procedure	
2 days prior	All	Request for Amplified Sound for Savio Steps provided without charge	Campus Regulations	
1 day prior	All	UCPD Cancellation without charge	UCPD Special Events Webpage	
1 day prior	All	Charged for cancellation if alternative arrangments cannot be made within 1 month	Campus Regulations	

**UNIVERSITY OF CALIFORNIA, BERKELEY**  
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1 week after	All	Damages/cleaning charges assessed after event, charges sent to client.	ASUC Student Union Bulding Policy/Procedure	
1 week after	All	Invoices generated, sent via email	Source?	
1 week after	RSO	RSOs invoiced for costs, due within 14 days	ASUC Student Union Bulding Policy/Procedure	
1 week after	Campus Depts	Campus departments charged chartstrings (within)	ASUC Student Union Bulding Policy/Procedure	
2 weeks after	RSO	Balance due within; privileges revoked until payment received	Student Groups: Policy	
4 weeks after	All	Past due on ASUC SU invoices not allowed to make reservations, subject to cancellation	ASUC Student Union Bulding Policy/Procedure	