

## CED Room Reservation & Event Policies

### Room Reservation Policies:

#### Allowable events

- Only CED and Dean's events can take place in Wurster Hall. We do not accommodate requests from outside departments.
- The Gallery is primarily used for exhibitions and final reviews, which take precedence over any other event. Student events are not allowed in the Gallery.

#### Requesting rooms

- To find rooms and request a reservation, go to the Room Reservations website: <https://ced.berkeley.edu/resources/room-reservations/>
- Room reservations requests (including Facilities & A/V) must be submitted 2 weeks in advance of the event. Requests with less than 2 weeks notice may not be accommodated.
- If you have a confirmed room reservation and the event is cancelled, please respond to your confirmation e-mail sender to notify the appropriate person.

#### Facilities

- You may pick up the key to your space no earlier than 24 hours in advance of your event, and it must be during business hours (9am-5pm). Please drop off the key no later than 24 hours after your event. If your event is on a Monday or during the weekend, we will make other arrangements with you. Due to a high volume of reservations and our need to provide keys to various groups, each day that the key is not returned will result in a \$20 delinquent fee.
- The event coordinator is responsible for room set up and clean up (e.g., stacking of chairs, wiping down tables, disposing of compost/trash, removal of staples and push pins).
- Use compostable cups, plates, and utensils, as well as recyclable glass and aluminum, for events.
- The sponsoring department may be held financially responsible for any damages to facilities and equipment resulting from negligence.
- Close and lock doors and windows after use, and put back furniture where you found it.
- When using tables and chairs in lobby/common areas, maintain 4' clearance for emergency evacuation. Do not set up tables in corridor.
- Food is not permitted at any time in 112 Auditorium and classrooms.
- Items left after reservation hours are liable to be discarded.
- Any alteration of the space (e.g., painting, removal of equipment) is prohibited. Pin-ups permitted only on plywood and homasote surfaces using push-pins or staples. Permanent adhesives and spray glue are not allowed.
- If there will be alcohol at your event, you are responsible for getting an alcohol permit. Please download the form: <http://ucpd.berkeley.edu/sites/default/files/alcoholpermitrequest.pdf>. Fill out the "Contact Information Section" and "Event Information Section" portions. You then contact our facility manager, Mike Bond ([mikebond@berkeley.edu](mailto:mikebond@berkeley.edu)) to get his signature on the form. Send the completed form to the requested address, and once final UCPD approval is obtained, send completed permit to your confirmation e-mail sender. Note that UCPD requires submission of the permit application no later than 7 days prior to your event.

## Events & Scheduling:

### Standardizing The Subject Line of Your EVENT Emails

When you are planning an event or lecture here at CED, please standardize the subject line of your email announcements, so we can easily differentiate between official CED college events and all other event announcements from outside organizations. See examples below:

**CED Dept/Initiative/Student Organization: Event Title, Name of Speaker/Guest, Date @ time**

- CED LAEP Lecture: Living Wall Legacies, Speaker Elizabeth Bowler, 11/11 @ 7pm
- CED Diversity Initiative: Multicultural Dance Workshop, Featuring Dwight Roden, 9/6 @ 7pm
- CED CASA Student Club: Awards Luncheon, 11/11 @ 7pm

### EVENT Policy During Lectures

Events may occur **before and/or after** departmental lectures, **but never during a lecture itself**. Events that are **NOT** permissible during lectures include happy hours, student group meetings, receptions, screenings, other lectures, symposia, etc. The only exceptions are meetings set-up by a CED staff member or classes that must occur during a lecture.