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## **UCLA Policy 862: Major Events – Draft For Key Review 12/8/2023**

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Issuing Officer: Administrative Vice Chancellor  
Responsible Department: Administrative Vice Chancellor's Office  
Effective Date: TBD  
Supersedes: UCLA Interim Policy 862 5/9/2018

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### **I. PURPOSE & SCOPE**

Freedom of speech that allows for the open exchange of ideas is a core value at UCLA. UCLA is committed to supporting the UCLA community to host events on campus that supplement and support our mission of teaching, research, and public service. Toward that end, UCLA makes certain facilities and outdoor areas available to the UCLA community for events with written permission, when all terms and conditions are met.

This Policy operates in conjunction with related University of California (“University”) and campus Use Policies, as outlined in UCLA Policy XXX: General Use of University Property. In addition to this Policy and related Use Policies, Non-Affiliates must comply with The Regents of the University of California’s Regulations Governing Conduct of Non-Affiliates in the Buildings and Grounds of the University of California (“Regulations”), see Section V. References.

This Policy sets forth the conditions under which University and Non-Affiliate individuals and groups may utilize University Property for Major Events. This Policy does not apply to residential or day camps organized on the UCLA campus with the permission of a University Unit where the majority of attendees are 18 years old or younger.

### **II. DEFINITIONS**

For the purposes of this Policy:

See Policy XXX, General Use of University Property, Attachment A

### **III. POLICY STATEMENT**

Major Events on University Property must comply with the provisions of this Policy and related Use Policies. In addition, visiting dignitaries as outlined in UCLA Policy 106 must comply with Policy 106, UCLA Procedure 860.2 and related Use Policies, that may include this Policy. Organized Events that do not constitute a Major Event will be required to follow UCLA Policy XXX, Organized Events. Event Organizers that repeatedly violate and/or significantly violate any University or campus policies or laws, may have their rights and privileges of scheduling events on University Property revoked.

Major Events must comply with UCLA’s obligations under applicable federal and state law and policy to provide accessibility pursuant to the Americans with Disabilities Act and the Equal Education Opportunities Act, Title VI of the Civil Rights Act.

The University derives its basic authority from the State of California Constitution, Article I, Section 9. All pertinent federal, state, and local laws, and University and campus policies are in force on University Property and may be enforced by authorized campus or off-campus agencies.

All persons on University Property are required to comply with University policies and campus policies. Violation of University policies or campus policies may subject a person to legal penalties; if the person is a Student or Employee, that person may also be subject to University discipline.

Any determination by the Chancellor or the Chancellor's designee(s) (see Attachment B) that an event constitutes a Major Event will be based on their assessment of the Safety and Security Criteria or Interference Criteria as defined in UCLA Policy XXX General Use of University Property, Attachment A: Definitions.

#### **A. Campus Venue Scheduling and Policies**

See UCLA Policy XXX, Organized Events

#### **B. Event Online (EOL) Registration**

The Events Online (EOL) Registration is the University's official event notification and registration system for events on University Property. A confirmed EOL Registration is only part of the approval process for Major Events and no Major Event may occur without both (1) an EOL Registration and (2) written approval from one of the Chancellor's designees (see Attachment B).

All property use requests must be submitted through EOL Registration for appropriate review at a minimum of fifteen (15) working days, preferably twenty (20) working days prior to the execution or administration of any Major Event. The Campus Venue Scheduler is responsible for initiating the EOL Registration that will send a registration form to the Event Organizer (see Section IV. Procedures).

Any EOL Registration submitted after fifteen (15) working days will be subject to denial and/or cancellation. Exceptions to the minimum of fifteen (15) working days will be considered by SOLE and/or the Events Office only in the following circumstances:

- **For all Event Organizers:** if a good faith request for an Organized Event that has already identified all aspects of the event including speaker/performer and was deemed a Major Event by the Chancellor or Chancellor designees(s) (see Attachment B) that would place the event date after the fifteen (15) day minimum.
- **For RCO and University Unit Event Organizers only:** if you are unable to confirm the availability of a speaker/performer or meet the availability of the speaker/performer within the minimum timeframe
- **For RCO and University Unit Event Organizers only:** for a request of a Major Event and the nature of the event is time sensitive and did not occur prior to the minimum timeframe.

As part of the review process, the EOL Registration notifies via email, applicable campus service providers and administration based on the Event Organizer's requirements as stated via a checklist on the registration form. The notified campus service providers and/or administration will review the notification(s) and as applicable, make any comments and/or stipulations, such as health and safety permits/requirements to the Major Event that may need to be completed prior to final approval by one of the Chancellor's designees (see Attachment B).

#### **C. Contracted Services**

See UCLA Policy XXX, Organized Events

#### **D. Pre-Event Requirements**

Event Organizers must comply with all pre-event requirements as established in other policies administered by SOLE, the Events Office, UCLAPD, Insurance and Risk Management, Registrar's

Office, and the facility manager. A variety of permits and/or waivers may be required, for example, to distribute food or drinks or to film the event. The SOLE and/or the Events Office is responsible for determining whether an Event Organizer has complied with all relevant policies and obtained the necessary permits and/or waivers.

#### **E. Outdoor Sound Amplification**

See UCLA Policy XXX, Organized Events

#### **F. Costs**

All Event Organizers will be charged (1) event production fees, which include but not limited to, use of the venue and other equipment and service costs in accordance with standard rate tables of the administrative bodies involved and (2) Audience Management Fees.

Event Organizers requiring special facility arrangements, including, but not limited to equipment, staffing, or security for their event may be charged fees in accordance with standard rate tables of the administrative bodies involved. In such cases, deposits and financial accountability may be required. UCLA has the right to cancel any Major Event that fails to pay necessary fees. If payment cannot be made for all applicable fees prior to the Major Event date, payment arrangements must be made in advance with the appropriate Campus Venue Scheduler.

All Event Organizers will **not** be charged for any security costs incurred to respond to speech related demonstrations or demonstrations in connection with their Major Event or for any anticipated additional security required by UCLA based on the Safety and Security Criteria or Interference Criteria.

In order to properly balance UCLA's interest in making its venues available with the need for fiscal responsibility and other important educational and public service priorities of the University, UCLA will not spend more than \$1,000,000 per academic year on security costs incurred to respond to speech related demonstration or demonstrations in connection with a Major Event hosted by an RCO and University Unit. UCLA will not spend more than \$250,000 per academic year on security costs incurred to respond to speech related demonstration or demonstrations in connection with a Major Event hosted by a Non-Affiliate. Once the caps have been reached, no new Major Event will be scheduled for the remainder of the academic year, except that any Major Event that is already scheduled and approved pursuant to this Policy will be permitted to proceed and UCLA will pay for security costs attributable to potential disturbances or demonstrations in connection with such event notwithstanding the cap.

#### **G. Security/Interference Assessment**

UCLAPD and the Operational Assessment Team (OAT) will conduct a security/interference assessment based on information provided on the Major Event security assessment form and other information UCLAPD/OAT may obtain.

UCLAPD will assess security needs using the Safety and Security Criteria based on objective and credible evidence of specific risks and the OAT will assess the Interference Criteria.

UCLAPD/OAT will make security/interference determinations that, in UCLAPD's/OAT's professional judgment, will address security threats and potential interference identified as a result of the evaluation. The goals of UCLAPD's/OAT's security/interference determinations will be to:

1. Minimize risks to the health and safety of the event participants and audience;
2. Minimize risks of interference to the campus and surrounding community;
3. Support the ability of the Event Organizers to successfully hold the event; and
4. Respect the exercise of rights of free expression by the Event Organizer, participants, and the community, including lawful demonstrators.

Required security measures and measures to minimize interference may include adjusting the venue, date, and/or time of the event; providing additional law enforcement; imposing controls or security checkpoints; requiring increased ticketing measures as described below; and creating buffer zones around the venue.

#### **H. Advance Ticketing**

Advance ticketing is required for all Major Events. Advance ticketing for all Major Events, where tickets will be sold to attendees must be conducted by utilizing the UCLA Central Ticket Office (CTO). Advance ticketing for events where tickets are complimentary to attendees must be coordinated through the CTO or an online vendor approved by the CTO.

An official college-, university- or state-issued identification is required for ticket pickup at the event. The number of tickets held, reserved, sold, and/or issued cannot exceed the venue capacity. No standby line will be allowed unless advance approval provided by UCLA Fire Department and with limited standby tickets offered. For Major Events where UCLAPD has determined as part of the security assessment, as outlined in this Policy, that the event has substantial security needs, all event tickets issued must be generated by the CTO or its designee and have a unique identifier that can be electronically validated to ensure authenticity of the ticket. For more information about the ticketing process, contact CTO at 310-825-2101 or [cto@tickets.ucla.edu](mailto:cto@tickets.ucla.edu).

#### **I. Appeal Process**

An Event Organizer may appeal a University decision related to the Major Events Policy if they feel the following occurred:

1. A denial of use of property violates University or campus policies
2. A University required security measure is abuse of discretion
3. A University restriction imposed is not view-point neutral

The Event Organizer may submit an appeal for final determination to the appropriate appeals officer as outlined below, within two (2) business days of notification of item 1 above and/or receipt of the security assessment for items 2 & 3 above. The appeals officer will respond to the appeal within (3) business days following receipt of the appeal.

- Registered Campus Organization and other student related events, submit appeals to the Chief Compliance and Audit Officer or designee.
- University Units, Support Groups, and Non-Affiliates, submit appeals to the Chief Compliance and Audit Officer or designee.

A successful appeal does not guarantee the Event Organizer's venue of choice.

#### **J. Termination of a Major Event**

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 Administrator that is present and available. If no such person is present or available, authority is designated to the highest-ranking UCLAPD officer or UCLA Fire Marshall at the event.

#### **K. Demonstration Activities Connected to a Major Event**

In the event the University has actual or suspected knowledge of planned demonstrations that could disrupt a Major Event, a UCLA representative or the Event Organizer will prior to the beginning of the event announce the rules of participation, see Attachment C.

#### **L. Reporting Obligations of Event Organizers and Senior Administrators**

Prior to any Major Event, any Event Organizer or Senior Administrator affiliated with a Major Event and/or who becomes aware of a possible demonstration likely to occur at the Major Event must promptly alert the Administrative Vice Chancellor (“AVC”) at [adminvc@ucla.edu](mailto:adminvc@ucla.edu) or UCPD at 310-825-1491.

Such notice as recommended in the Robinson-Edley Report, is critical as it enables the AVC to proactively coordinate and communicate with potential participants in advance of an event. In doing so, UCLA becomes better positioned to promote the free speech rights and physical safety of all parties- including the invited speaker and any demonstrators or counter-demonstrators.

This reporting obligation arises out of recommendations that follow the Robinson-Edley Report on Response to Protests on UC Campuses.

### **IV. PROCEDURES**

Scheduling of Major Events subject to availability on a first-come first-serve basis and in the event there is more than one event request, priority for the use of University Property will be given to academic and administrative departments and second to Registered Campus Organizations of UCLA. All proposed Major Events will be reviewed and approved in a viewpoint-neutral manner, provided however that Major Events in Areas for Public Expression will be approved both in a viewpoint and content-neutral manner.

If UCLAPD, OAT, SOLE, or Events Office determines that, because of new information it has received or changing circumstances, its assessment must be modified, it will schedule additional meetings or communications with Event Organizers and other appropriate stakeholders to discuss its revised recommendations.

All Event Organizers must adhere to the following procedures to host a Major Event (see Attachment A for the flowchart of *UCLA’s Approval Process for Major Events*):

#### **1. University Units Hosting a Major Event**

The following steps are required for University Units to host a Major Event:

- a. Contact Campus Venue Scheduler at a minimum of **fifteen (15), preferably twenty (20) working days** to reserve event location. Reserving a campus venue does not guarantee or automatically approve the location or Major Event. The requested Major Event and location is subject to review and approval as outlined below.
- b. The Event Organizer is required to advise the Campus Venue Scheduler and the Events Office of information concerning any known or suspected planned demonstration or other potentially disruptive activity that might occur during the event.
- c. Complete and submit the EOL Registration form that will be sent by the Campus Venue Scheduler, who initiates the EOL Registration. Notifications will be sent to applicable campus providers and/or administration that will review, comment, and/or add stipulations to be completed prior to approval.
- d. If tickets are to be sold, contact the Central Ticket Office (CTO) at least fifteen (15) days prior to the Major Event date, preferably twenty (20) working days.
- e. Complete and submit a Major Event security assessment form at least **fifteen (15) working days** prior to the Major Event. Contact UCLAPD Special Events at 310-825-6543 or at [SpecialEvents@ucpd.ucla.edu](mailto:SpecialEvents@ucpd.ucla.edu) to request the Major Event security assessment form.

UCLAPD/OAT will conduct a security/interference assessment as outlined in Section III.G.

- If UCLAPD and/or OAT determines the event has substantial security needs and/or potential interference, the Event Organizer must schedule a Security/Interference

Assessment Meeting with UCLAPD/OAT no later than **ten (10) working days** prior to the event date. The meeting will include, as necessary, the following: the SOLE Advisor for RCO events or Events Office for non-RCO events, the Campus Venue Scheduler or designee; and one or more representatives from the Event Organizer (including, in the case of an RCO, at least one signatory). The representatives of the Event Organizer serving as first contacts will be made known to UCLAPD/OAT at this time and will be present at meetings and available for consultation throughout the event-planning period. The Event Organizer is required to advise the security assessment team and OAT of information concerning any known or suspected planned demonstrations or other potentially disruptive activity that might occur during the event. UCLAPD/OAT will discuss security and interference concerns and determinations at the Security/Interference Assessment Meeting, and meeting participants will discuss options for addressing security and interference concerns that UCLAPD/OAT have identified.

- The UCLAPD Police Chief or designee may inform others, including but not limited to representatives from local municipal and community entities about the event. UCLA Government and Community Relations may be included in these communications as a liaison to elected officials and/or surrounding community groups. The UCLAPD Police Chief or any member of this group may request additional meetings in advance of the event to discuss concerns.
- f. Meet with the Campus Venue Scheduler, in consultation with the Events Office, to review event details at least **ten (10) working days**, prior to the Major Event. The Campus Venue Scheduler will schedule an event coordination meeting with the University Unit (Event Organizers) to exchange information about the event and discuss logistical expectations. The Events Office may request an additional meeting to ensure that all instructions given (e.g., at the event coordination meeting) have been carried out.
  - g. At least **ten (10) working days** prior to the Major Event, designate to UCLA Strategic Communications a representative who is responsible for media relations, so they know with whom to coordinate regarding logistical matters involving media organizations.  
  
Any publicity materials for the Major Event must comply with but not limited to, UCLA Policy 110: *Use of the University's Names, Seals, and Trademarks*, available at <http://www.adminpolicies.ucla.edu/pdf/110.pdf>.
  - h. At least **ten (10) working days** prior to the Major Event, contact Insurance and Risk Management to discuss insurance assessments.
  - i. When the steps above have been completed, the EOL Registration will send the request to the department head of the University Unit requesting the Major Event for final confirmation.
    - Note: By confirming the Major Event the department head has accepted the responsibility of University Guarantor for the Major Event.
  - j. Once the department head has confirmed the Major Event, contact the appropriate Chancellor's designee (see matrix, attachment B) for final approval of the Major Event in writing (email notification is sufficient).
  - k. The EOL Registration will send the University Unit notification of confirmation and the Chancellor's designee will email the University Unit the final approval.

## 2. Registered Campus Organizations (RCO) Hosting a Major Event:

The following steps are required for RCOs to host a Major Event

- a. Prior to making any arrangements or reservations, contact your SOLE advisor first, to discuss and obtain initial consent about the scope of the event, including but not limited to: the nature of the

program; number of anticipated guests; any external participants; desired location; and funding sources. The Event Organizer is required to advise the SOLE advisor of information concerning any known or suspected planned demonstrations or other potentially disruptive activity that might occur during the event.

- b. Contact Campus Venue Scheduler to reserve location at a minimum of **fifteen (15), preferably twenty (20) working days**. Reserving a campus venue does not guarantee or automatically approve the location or Major Event. The requested Major Event and location is subject to review and approval as outlined below.
- c. The RCO Authorized Representative will fill out and submit the EOL Registration form sent by the Campus Venue Scheduler, who will initiate the EOL Registration. EOL Registration notifications will be sent to applicable campus providers and/or administration that will review, comment and/or add stipulations to be completed prior to approval.
- d. If tickets are to be sold, contact the Central Ticket Office (CTO) at least fifteen (15) days prior to the Major Event date, preferably twenty (20) working days.
- e. The Authorized Representative will complete and submit a Major Event security assessment form at least **fifteen (15) working days** prior to the Major Event. Contact UCLAPD Special Events at 310-825-6543 or at [SpecialEvents@ucpd.ucla.edu](mailto:SpecialEvents@ucpd.ucla.edu) to request the Major Event security assessment form. See Section IV.1.e of this Policy for more details and requirements
- f. Meet with your SOLE Advisor to review event details at least **ten (10) working days** prior to the Major Event. The SOLE Advisor will schedule an event coordination meeting to exchange information about the event and discuss logistical expectations. The SOLE Advisor may request an additional meeting to ensure that all instructions given (e.g., at the event coordination meeting) have been carried out.
- g. At least **ten (10) working days** prior to the Major Event, designate to your SOLE Advisor a representative who is responsible for media relations, so that UCLA Strategic Communications knows with whom to coordinate regarding logistical matters involving media organizations.

Any publicity materials for the Major Event must comply with but not limited to, UCLA Policy 110: *Use of the University's Names, Seals, and Trademarks*, available at <http://www.adminpolicies.ucla.edu/pdf/110.pdf>.

- h. In compliance with UC Business and Finance Bulletin BUS-63 (<https://policy.ucop.edu/doc/3520339/BFB-BUS-63>), Business and Finance Bulletin 63 submit proof of event insurance at least ten **(10) working days** prior to the Major Event. Event Organizers are encouraged to apply for insurance coverage at the earliest possible time to allow for processing of their insurance application and for underwriting. Please note that submission of an application does not guarantee coverage.

RCO Event Organizers should follow the procedures described at <https://ucla.campusconnexionsuc.com/student-campus-groups/registered-campus-organization/event-liability.html> to arrange for insurance through the approved University provider (at the time of Policy enactment, Mercer was the approved insurance carrier).

If insurance through the approved University provider is not approved for the event, the RCO can obtain insurance through another provider, as long as the insurance coverage is identical to the coverage provided by the approved University provider.

If insurance through another provider is also not approved, contact the Director of Insurance and Risk Management, who will consult as applicable with the AVC, OAT, or other appropriate office, to determine and assess the risks and liabilities of a non-insured event.

**Note:** If you are unable to obtain insurance, your event may not proceed.

- i. When the steps above have been completed, the EOL Registration will send the request to your SOLE advisor for confirmation of the Major Event.
  - Note: The RCO requesting the Organized Event accepts full responsibility for the Major Event.
- j. Once the Sole Advisor has confirmed the Major Event, contact the appropriate Chancellor's designee (see Attachment B) for final approval of the Major Event in writing (email notification is sufficient).
- k. The EOL Registration will send the RCO Authorized Representative notification of confirmation and the Chancellor's designee will email the RCO Authorized Representative the final approval.

### 3. Non-Affiliates Hosting a Major Event

Non-Affiliates must have a University Guarantor to schedule a Major Event on University Property. See Section IV.3 of UCLA Policy XXX, Organized Events for approved University Guarantors.

Individual Employees and Students that are requesting a Major Event for personal activities, not associated with the University, are required to follow the Major Event steps by Non-Affiliates.

Once the University Guarantor has been established the following steps are for Non-Affiliates to host a Major Event

- a. Contact Campus Venue Scheduler to reserve location at a minimum of **fifteen (15), preferably twenty (20) working days**. Reserving a campus venue does not guarantee or automatically approve the location or Major Event. The requested Major Event and location is subject to review and approval as outlined below.
- b. The Event Organizer is required to advise the campus venue of information concerning any known or suspected planned demonstrations or other potentially disruptive activity that might occur during the event.
- c. The University Guarantor (University Unit, Institutional or Off-Campus Event Guaranty, as applicable) will fill out and submit an EOL Registration form sent by the Campus Venue Scheduler, who initiates the EOL Registration. EOL Registration notifications will be sent to applicable campus providers and/or administration that will review, comment, and/or add stipulations to be completed prior to approval
- d. If tickets are to be sold, contact the Central Ticket Office (CTO) at least fifteen (15) days prior to the Major Event date, preferably twenty (20) working days.
- e. Complete and submit a Major Event security assessment form at least **fifteen (15) working days** prior to the Major Event. Contact UCLAPD Special Events at 310-825-6543 or at [SpecialEvents@ucpd.ucla.edu](mailto:SpecialEvents@ucpd.ucla.edu) to request the Major Event security assessment form. See Section III.G. of this Policy for more details and requirements.
- f. Meet with the Campus Venue Scheduler, in consultation with the Events Office, to review event details at least **ten (10) working days** prior to the Major Event. The Campus Venue Scheduler will schedule an event coordination meeting with the Non-Affiliate (Event Organizers) to exchange information about the event and discuss logistical expectations. The Events Office may request an additional meeting to ensure that all instructions given (e.g., at the event coordination meeting) have been carried out.
- g. At least **ten (10) working days** prior to the Major Event, designate to the Events Office a representative who is responsible for media relations, so that UCLA Strategic Communications knows with whom to coordinate regarding logistical matters involving media organizations.



Any publicity materials for the Major Event must comply with UCLA Policy 110: *Use of the University's Names, Seals, and Trademarks*, available at <http://www.adminpolicies.ucla.edu/pdf/110.pdf>.

- h. In compliance with UC Business and Finance Bulletin BUS-63 (<https://policy.ucop.edu/doc/3520339/BFB-BUS-63>), Business and Finance Bulletin 63 submit proof of event insurance at least ten **(10) working days** prior to the Major Event. Event Organizers are encouraged to apply for insurance coverage at the earliest possible time to allow for processing of their insurance application and for underwriting. Please note that submission of an application does not guarantee coverage.

Non-Affiliates (Event Organizers) must submit to the Events Office a Certificate of Insurance naming “THE REGENTS OF THE UNIVERSITY OF CALIFORNIA” as an additional insured and including an additional insured endorsement with General Liability coverage defined by the UCLA Office of Risk Management, but not less than one million dollars (\$1,000,000) per occurrence.

The event cannot proceed unless the Certificate is provided to the Events Office at least **ten (10) working days** prior to the event.

The Non-Affiliate Event Organizer may purchase coverage by going to <https://ucla.campusconnexionsuc.com/student-insurance/tenant-user-liability-insurance.html> constituents, or another insurance provider of their choosing. Depending on the risks associated with the event, the Event Organizer may be required to provide higher amounts of general liability coverage, additional types of insurance, or both.

- Note: If you cannot provide proof of insurance, the Major Event will be cancelled.
- i. When the steps above have been completed, the EOL Registration will send the request to the University Guarantor for final confirmation.
- j. Once the EOL Registration is confirmed, the University Guarantor will contact the appropriate Chancellor's designee (see Attachment B) for final approval of the Major Event in writing (email notification is sufficient).
- k. The University Guarantor will notify the Non-Affiliate of final approval.

## V. REFERENCES

1. UCLA Policy XXX: General Use of University Property
2. UCLA Policy XXX: Organized Events
3. [UCLA Policy 850.1: Placement of Temporary Structure on UCLA Campus](#)
4. [UCLA Policy 106: Visiting Dignitaries](#)
5. [UCLA Policy 860.2: Security Arrangements for Special Visitors](#)
6. [UCLA Policy 863: Filming and Photography on Campus](#)
7. [UCLA Policy 110: Use of the University's Names, Seals and UCLA Trademarks](#)
8. [Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California](#)
9. [UC PACAOS 30: Policy on Speech and Advocacy](#)
10. [UC PACAOS 40: Policy on Use of University Properties](#)
11. [UC Business and Finance Bulletin BUS-63: Insurance Requirements and Certificates of Insurance](#)

12. [Robinson-Edley Report on Response to Protests on UC Campuses.](#)

## VI. ATTACHMENTS

- A. UCLA Approval Process for Major Events Flowchart
- B. Chancellor’s Designee Matrix for Determining and Approving a Major Event
- C. Announcement of Rules of Engagement

**Issuing Officer**

**/s/ Michael J. Beck**

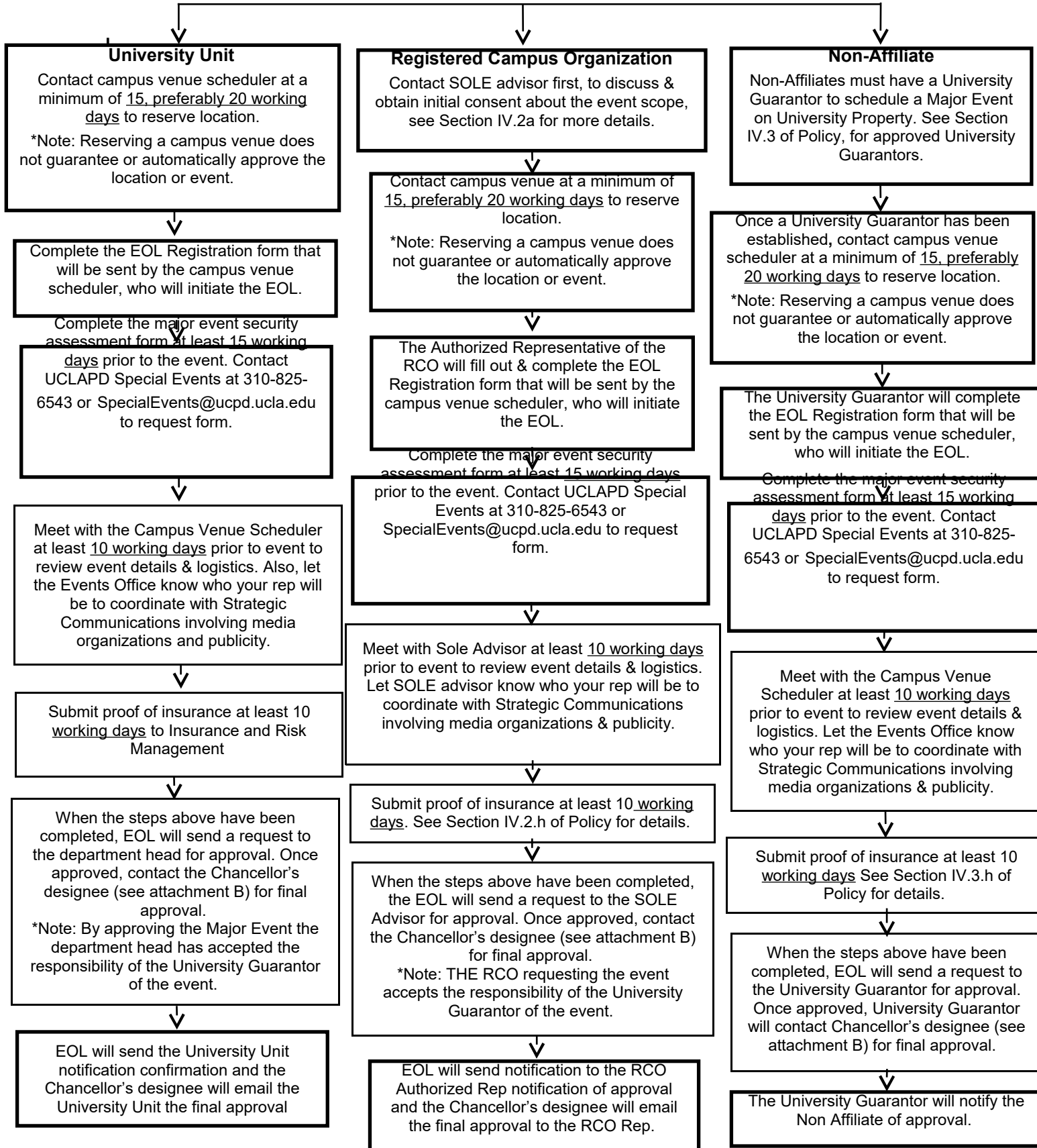
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**Administrative Vice Chancellor**

### Attachment A: UCLA Approval Process for Major Events Flowchart

UCLA Policy XX sets forth the process for the required review and approval for Major Events, and it is strongly recommended that you read the Policy prior to requesting a Major Event.

#### Requesting a Major Event by Affiliation



## Attachment B: Chancellor's Designees Matrix for Determination and Approval of Major Events

### Determination of Major Events

Event Organizer	Campus Venue Scheduler	UCLA PD	Event's Office	SOLE
University Unit	√	√	√	
RCO	√	√	√	√
Non-Affiliates	√	√	√	

### Final Approval of Major Event

Event Organizer	Senior Advisor to the Chancellor and Chief of Staff	Administrative Vice Chancellor	Vice Chancellor Student Affairs
University Unit	√	√	
RCO	√		√
Non-Affiliates	√	√	

\*Note: the Chancellor has the authority to determine if any event is a Major Event and approve any Major Event

### Attachment C: Announcement of Rules of Engagement

In the event the University suspects or has actual knowledge of planned demonstrations that could disrupt the event, an explicit notice to the audience will be provided at the beginning of the event.

A UCLA representative or Event Organizer will make an announcement that contains the following elements, articulated consistently across events in both substance and tone, regardless of the viewpoints expressed by the speaker or demonstrators:

1. UCLA respects freedom-of-speech, including the lawful freedom-to-protest;
2. protests may not be so disruptive as to silence the invited speaker from communicating with a willing audience;
3. after a warning, protestors whose actions prevent the event from proceeding will be escorted out, be subject to arrest, and will be held accountable under relevant laws and University policies.

For your convenience, a sample announcement is below.

#### — SAMPLE ANNOUNCEMENT TEXT —

Good evening. My name is [YOUR NAME, TITLE]

Thank you for attending this event. Freedom of speech, which allows for the open exchange of ideas, is a core value at UCLA. As a learning environment, we never shy away from disagreement. Each member of the UCLA community has the right to present speakers and programs, as well as the right to protest speech.

Today's speaker is brought to us by [UNIVERSITY UNIT], which is hosting this event and invited [SPEAKER NAME] to UCLA. We understand that this talk may prompt sharp disagreement, and we recognize and value the rights of individuals to express their views. But the University will not permit a response or a protest that is so disruptive so as to effectively silence the invited speaker and prevent them from communicating with a willing audience.

Campus officials are present and prepared to approach any individual or group who create a disruption. They will be warned and, if the disruption continues, they will be required to leave and are subject to arrest by the university Police Department. Those individuals could be held accountable under UCLA policy as well as any applicable criminal laws.

Our goal tonight is to have a peaceful and respectful event. Please be mindful of other audience members and thank you for your attention.