
UCLA Policy XXX: General Use of University Property

DRAFT For Key Review 12/8/2023

Issuing Officer: Administrative Vice Chancellor
Responsible Department: Administrative Vice Chancellor's Office
Effective Date: TBD
Supersedes: UCLA Regulations on Activities, Registered Organizations,
and Use of Properties

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I. PURPOSE & SCOPE

This Policy and related policies and procedures ("Use Policies") implement various provisions of the University of California Policies Applying to Campus Activities, Organizations, and Students ("University Policies") issued by the President of the University of California. These Use Policies govern the use of University Property.

This Policy and the following Use Policies authorize certain uses of University Property and establish procedures for such uses:

1. UCLA Policy XXX: Public Expression Activities
2. UCLA Procedure 850.1: Placement of Temporary Structures on the UCLA Campus
3. UCLA Policy XXX: Organized Events
4. UCLA Policy 862: Major Events

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 on the Grounds of the University of California ("Regulations"), see Section VII. References. For sections in the Regulations that require prior approval by a Designated University Official that is not designated in this Policy, contact the Events Office.

Individuals on University Property or in attendance at an Official University Function or Organized Event, assume an obligation to conduct themselves in a manner compatible with the University's responsibilities as an educational institution. This means that all persons are responsible for complying with applicable University and UCLA policies. The Use Policies are designed to protect and promote the rights of members of the University, prevent interference with UCLA functions or activities, and assure compliance with all pertinent laws and other applicable University Policies.

II. DEFINITIONS

For purposes of this Policy:

See Attachment A.

III. POLICY STATEMENT

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 officials or off-campus agencies.

All persons on University Property must conduct themselves in a manner conducive to the achievement of UCLA's mission of teaching, research, and public service and in accordance with this Policy, related Use Policies and any other relevant University and UCLA policies. Violation of University or UCLA policies may subject a person to legal penalties; if the person is a Student or Employee of the University, that person may also be subject to discipline in accordance with University and UCLA policies.

IV. GENERAL USE OF UNIVERSITY PROPERTY

Certain uses of and conduct on University Property are strictly prohibited while other proposed uses require prior written approval before they can proceed.

A. Strictly Prohibited Uses/Conduct

No person on University Property may do any of the following:

1. block entrances to or otherwise interfere with the free flow of campus traffic (pedestrian or vehicular) into and out of campus facilities, or along walkways or roadways;
2. knowingly and willfully interfere with the peaceful conduct of activities of the campus or any campus facility by intimidating, harassing, or obstructing any University Employee, Student, or any other person having lawful business with the University;
3. delay or linger without lawful purpose for being on the property and for the purpose of committing a crime or violation of these policies as opportunity may be discovered;
4. engage in the production of amplified or non-amplified sound that substantially disrupts campus activities as provided in section IV.C.8 of this Policy;
5. camp or lodge, except in authorized facilities or locations;
6. engage in physically abusive, threatening, or intimidating conduct toward any person;
7. exhibit disorderly or lewd conduct;
8. urinate or defecate in any place on University Property other than a designated restroom or other facility designated for the sanitary disposal of human waste;
9. participate in a disturbance of the peace or unlawful assembly;
10. use, possess, sell, or manufacture narcotics or illegal drugs;
11. use, sell, advertise, promote or distribute marijuana or tobacco on University Property (see UCLA Policy 810);
12. use or possess any prohibited weapons or incendiary or destructive devices (see UCLA Policy 131);
13. provide alcohol to anyone under the age of 21;
14. appear Nude in any place open to the public or any place visible from a place open to the public (except for specifically designated dressing rooms, changing rooms and restrooms). This prohibition does not apply to babies or young children or to any woman exposing her breast to breast-feed a child or to individuals or groups participating in an approved visual or performing arts productions or activities, academic programs or classes scheduled and sponsored by University Units, as determined and formally approved by the appropriate Designated University Official. Whenever practicable,

members of the public should be appropriately informed that nudity may be included in a performance;

15. bring animals on campus contrary to UCLA Policy 135;
16. fail to comply with the directions of a Designated University Official acting in the performance of their duties;
17. rummage through or remove any discarded item from any waste can, trash can, dumpster, recycling container, or any designated University waste or recycling center without authorization from Facilities Management;
18. engage in the theft or misuse of University Property or equipment;
19. wear a personal disguise for the purpose of concealing one's identity with the aim of intimidating any person or group, or for the purpose of evading or escaping discovery, recognition, or identification in the commission of violations of University policy or State, municipal or federal laws;
20. disturb plants and wildlife in any way, including climbing or placing objects in trees or bushes or attaching items to them;
21. place, affix, apply any sign, poster, banner, flag, or similar display, paint, chalk or ink messages to the following, including but not limited to the walls, windows, floors or other surfaces of campus buildings or structures, streets, walkways, utility poles, construction fences, trees or shrubbery, or inside University Property buildings and structures where such displays are placed, attached, or affixed in a manner which makes the display clearly visible to the outside, except as provided for in this Policy and in UCLA Policy XXX Public Expression Activities. Displays inside University Property building and structures which are not clearly visible to the outside and otherwise permitted by University policy must be displayed in compliance with all applicable departmental and building policies related to attaching, displaying or affixing items to walls or other surfaces of University Property.

B. Required Identification

All persons on University Property are required, for reasonable cause, to identify themselves to, and comply with instructions of Designated University Officials acting in the performance of their duties.

C. Restricted Uses

The following uses of University Property are limited and/or prohibited unless prior written approval has been granted in accordance with this Policy and/or other applicable policies:

1. Time of Use

Between the hours of midnight and 6:00 a.m., paved pedestrian walkways and lawns on University Property are generally closed to all activities except coming and going to/from a University building or crossing the campus.

2. Specific Facilities/Areas

a. University Residence

The University Residence building and grounds are intended only to be: (a) the home of the Chancellor and family; and (b) the venue for periodic special University events hosted by the Chancellor. The University Residence, while on the main UCLA campus, is not intended to be generally accessible to the University community or to the general public, except by invitation or by permission of the Residence Manager, the Chancellor, or the Associate of the Chancellor.

b. Faculty Club

The dining rooms and meeting rooms of the UCLA Faculty Center building are restricted to members of the UCLA Faculty Center Association, Inc., their guests, and invitees attending scheduled events held inside the Faculty Club building.

c. Luskin Conference Center/UCLA Guest House

The dining rooms, meeting rooms, and guest rooms of the Luskin Conference Center and the UCLA Guest House are restricted to their registered guests, invitees attending scheduled events, and restaurant patrons.

d. Facilities/Areas for Instructional Use

Specific facilities have been approved for academic purposes. Except in general assignment classrooms, Deans and Provosts have the right to set priorities for the scheduling of the use of their respective department facilities. Organized Events in these areas may be held only in accordance with UCLA Policy XXX, Organized Events. The Office of the Registrar is responsible for the scheduling of general classroom assignment facilities, see UCLA Policy 870.

e. Facilities/Areas for Non-Instructional Use

Not all University Property is available for reservation or request for non-instructional purposes. Priority for the use of University Property will be given to academic and administrative departments of UCLA. To schedule an Organized Event, see UCLA Policy XXX, Organized Events.

f. On-Campus Housing Community

On-campus housing is governed by all applicable campus policies and will additionally be subject to specific regulations as established by Residential Life, see <https://reslife.ucla.edu/rules/on-campus-housing-regulations#d8>

g. Areas for Public Expression

There are areas made available for Public Expression Activities as outlined in UCLA Policy XXX: Public Expression Activities.

h. UCLA Health Facilities

UCLA Health is an integral part of the UCLA campus and its properties are governed by all applicable campus policies and will additionally be subject to specific regulations established by UCLA Health, see ADD LINK.

3. Posting, Displaying, Carrying, and Distributing Non-Commercial Literature

Posting, displaying, carrying or distributing any material or literature in the On-Campus Housing Community, the UCLA Health System, or Areas for Public Expression, must be in accord with this Policy, UCLA Policy XXX Public Expression Activities, and the specific regulations applicable to those areas. See ResLife Regulations: <https://reslife.ucla.edu/regulations#d8>; and UCLA Health System Policy 0318 ADD LINK.

a. Posting and Displaying Posters, Signs, Banners, and other similar Displays

Posters, signs, banners, and other similar displays, including sign-boards (A-frames) and literature may be posted and/or displayed on-campus only as provided below:

- Individuals and groups may post literature, signs, or announcements on boards operated by academic departments of UCLA only when they have obtained prior approval from the appropriate department in accordance with the department's regulations concerning such boards. Departmental approval must be given or refused only on a viewpoint-neutral basis.
- Instructors may post communications related to their academic programs that is not protected by the Family Educational Rights and Privacy Act (FERPA) on their own door.
- Individuals and groups may place posters, signs, banners, or other similar displays (including sign boards and directional event signs), or literature advertising an Organized Event or Official University Function only in locations authorized by the appropriate [campus venue](#) and/or the Events Office. See UCLA Policy XXX, Organized Events. Such items may not be a placed,

affixed, or attached to light poles, buildings, or other structures in a way that could cause damage. All items must also be promptly removed following the event.

- Registered Campus Organizations (RCOs) and Authorized Student Governments may have signboards (self-standing A-frames) on University Property not related to an Organized Event as long as doing so complies with UCLA Procedure XXX: Signboards on University Property (Add Updated Link). Digital signboards are not permitted.
- University Units and Faculty Club must obtain approval from XXXX to have signboards (self-standing A-frames) on University Property not related to an Organized Event. Digital signboards are not permitted.
- Authorized Student Government campaign signs may be placed along “election walk” (the area north of Bruin Walk and west of Powell library) in accordance with the respective [Authorized Student Government Election Board’s specifications](#). Candidates must remove their signs within 48 hours after their participation in the election has concluded.
- ASUCLA may post and display posters, signs, banners, non-digital signboards (not related to an Organized Event), and other similar displays in or adjacent to ASUCLA-Operated Properties in accordance with this Policy.
- In accordance with ASUCLA banner guidelines (ADD LINK), RCOs, Authorized Student Governments, and University Units may request to reserve the following banner locations through ASUCLA Events Services:
 - the banner space that spans between the UCLA Store and the Student Activity Center at the beginning of East Bruin Walk, and
 - the internal facing banner space attached to the bridge on the second floor connecting Kerckhoff Hall and Ackerman Union.

Reservation requests will be approved or denied only on a viewpoint-neutral basis.

- In accordance with UCLA Strategic Communications banner guidelines (ADD LINK), RCOs, Authorized Student Governments, and University Units may request to reserve the banner spaces along the street and walkway light poles within University Property, not extended to City owned streets nor to off-campus University Property through UCLA Strategic Communications. Reservation requests will be approved or denied only on a viewpoint-neutral basis
- Posters, signs, banners or other similar displays, including sign-boards and literature announcing any Official University Function or Organized Event must provide accurate information about the details of the function or event, including the time, location, speakers, and ticketing requirements.
- Posters, signs, banners, or other similar displays, including sign-boards and literature advertising any Official University Function or Organized Event for which a donation is requested must make clear that such a donation is not required as a condition of admission nor may a specific amount of donation be indicated.

b. Carrying and Transporting Posters, Signs, Banners, Flags, and other similar Displays

Except as provided in this Policy and UCLA Policy xxx, Public Expression Activities, all posters, signs, banners, flags, and other similar displays must be hand carried and not in any way affixed, fastened, or attached to the premises; they may not be self-supporting and placed for display; nor leaned against any wall, partition, or other University Property.

No person may carry or transport any poster, sign, banner, flag, or other similar display exceeding thirty inches (30”) by thirty inches (30”) in size and one-fourth inch (1/4”) in thickness, in or on any University Property unless prior written permission has been obtained from the campus venue, UCLA Events Office, and/or SOLE. Permission must be given or refused only on a content-neutral basis.

The size of the handles or supports for any poster, sign, banner, flag, or other similar display will be limited to one-fourth inch (1/4”) in thickness by three-fourth inch (3/4”) in width and not extend no

more than eighteen inches (18”) beyond a single exterior edge of such posters, signs, or banners. All such handles or supports must be made of wood without exception.

c. Distribution of Non-Commercial Literature

Non-Commercial Literature may be distributed only as provided below:

i. On Areas for Public Expression

Individuals may distribute Non-Commercial Literature only on Areas for Public Expression (see Policy XXX, Attachment X Map) provided that:

- the free flow of pedestrian or vehicular traffic at any point is not obstructed;
- literature or materials are not forced upon others;
- literature is not placed on or in vehicles parked on campus;
- all individuals will be responsible to ensure that their literature does not litter the area; and literature advertising any on-campus program for which a donation is requested must make it clear that such a donation is not required.

Prior approval is required by the Events Office to use tables, booths, and other like structures and portable displays used to facilitate distribution in the Areas for Public Expression and if approved, tables or portable displays must be attended at all times by the individuals or groups sponsoring the distribution.

Approval will be given on a first come, first served basis, based on the Interference Criteria and be given or refused only on a content-neutral basis.

ii. On areas of Campus other than Areas for Public Expression

RCOs, Authorized Student Governments, University Units, Support Groups, and Employee Organizations may distribute Non-Commercial Literature in campus buildings or programs only in accordance with the following provisions:

- compliance with the restrictions stated in Section IV.C.3 of this Policy is required; and
- literature may be distributed in rooms or areas reserved for meetings or programs only by the RCO, Authorized Student Government, University Unit, Support Group, or Employee Organization that has reserved the room or area.

The Event Organizer of an Organized Event may distribute literature at their event as approved by the appropriate campus venue and/or the Events Office or SOLE.

Except as provided in this Policy, no individual may distribute literature in campus buildings.

4. Commercial Activities

The campus prohibits non-University commercial activities on campus except by special arrangement by a formal written agreement with the appropriate Designated University Official. In order to determine the appropriate Designated University Official, contact SOLE for activities organized by an RCO and Authorized Student Government and for non-RCO and non-Authorized Student Government organized activities, contact the Events Office. The fact that an individual may be paid to circulate petitions or distribute literature does not by itself make the circulation or distribution a commercial activity.

Marketing of credit cards must comply with the *UC Policy and Supplemental Guidelines on the Marketing of Credit Cards to Students* (see <https://policy.ucop.edu/doc/2710541/PACAOS-Appendix-D>).

5. Distribution of Commercial Literature or Products

Commercial literature or products may be distributed on University Property only after prior authorization by a formal written agreement with the appropriate Designated University Official. In order to determine the appropriate Designated University Official, contact one of the following:

- SOLE for activities organized by RCO's and Authorized Student Governments
- Events Office for activities not organized by RCO's and Authorized Student Governments
- ASUCLA for commercial literature or products distributed on ASUCLA-Operated Property

RCOs, Authorized Student Governments, University Units, Employee Organizations, and Support Groups may, however, distribute material incidental to their purposes at their own meetings and programs.

6. Fundraising

In Areas for Public Expression (see Policy XXX) and other areas as approved by the Designated University Official, individuals may engage in the solicitation of funds and/or the sale of noncommercial material if such activity is in compliance with applicable University and UCLA policies and legal requirements. Prior to engaging in such activities, where required, individuals are responsible for obtaining the authorization of the appropriate federal, State or local governmental agencies and required to obtain the authorization from the appropriate Designated University Official. The following will assist in determining the appropriate Designated University Official:

a. Fundraising by University Units and Support Groups

University Units and Support Groups must receive specific authorization of the Chancellor or their designate to engage in fundraising activities and must comply with the established procedures governing such matters, including but not limited to UCLA Policy 192.

b. Fundraising by Registered Campus Organizations

Registered Campus Organizations may raise funds to support their activities in accordance with the following provisions.

- Initiation fees and membership dues may be collected at RCOs' own business and membership meetings.
- Fund-raising activities of RCOs, other than the collection of initiation fees and membership dues, must be specifically approved by SOLE, comply with UCLA Policy 191: Mass Gift and Membership Solicitation, and be coordinated with the Office of External Affairs to ensure consistency with University development goals and activities. All fund-raising activities of RCOs must have prior authorization of SOLE, who will establish and enforce procedures for accountability of funds collected on campus. Policies and procedures pertaining to Student fundraising activities in the residence halls must be in accordance with On-Campus Housing regulations applicable to these areas (<https://reslife.ucla.edu/rules/on-campus-housing-regulations> section D.4.).
- Voluntary donations may be solicited and noncommercial material related to the purpose of the organization may be sold on Areas for Public Expression and at their own programs and meetings in accordance with this Policy.

c. Fundraising by Non-Affiliates

Fundraising activities by a Non-Affiliate on behalf of UCLA must have prior approval of the Vice Chancellor of External Affairs or their designee to ensure compliance with the University's overall fundraising efforts and policies.

Non-Affiliates with a valid information card as required by [Los Angeles Municipal Code Section 44.09](#), may engage in the solicitation of funds and/or the sale of noncommercial written material on behalf of charitable organizations in the Areas for Public Expression in accordance with this Policy. Non-Affiliates engaging in solicitation on University Property are required to be in possession of their information card and present it upon request of a Designated University Official.

d. Fundraising by Individual Employees and Students

Individual Employees and Students engaging in any fundraising activities related to or on behalf of UCLA, must contact their department's development officer to ensure compliance with the University's overall fundraising efforts and policies. Individual Employees and Students may not use the UCLA Marks for non-University related fundraising activities, see UCLA Policy 110.

For fundraising associated with an Organized Event or Official University Function including the solicitation of sponsorship, see UCLA Policy XXX Organized Events.

7. Food and Drink

Food, drinks, and other ingestible items may be sold or distributed on University Property only in accordance with the following provisions:

a. Public Events

For Public Food Events, food, drinks, and other ingestible items may not be sold or distributed on University Property, unless the following conditions are met:

- Authorized by the appropriate Designated University Official, contact the Events Office for non-RCO and non-Authorized Student Government organized activities and SOLE for activities organized by an RCO and Authorized Student Government; and
- Obtain a temporary food permit, in accordance with EH&S' *Guidelines for Food Safety at Temporary Events*, that is required to sell or give away food or drink on campus, unless one of the following exemption applies:
 - (i) all aspects of food service are handled by a caterer (see Caterers below); or
 - (ii) the event is limited to a Private Food Event.

In accordance with the conditions above, RCOs, Authorized Student Governments, and University Units will only be allowed up to four (4) approved days per academic year for Public Food Events and will be exempted from associated fees for up to four (4) approved days per academic year for Public Food Events.

In accordance with the conditions above, Non-affiliates will only be allowed up to four (4) approved days per academic year for Public Food Events.

b. Private Food Events

For casual gatherings or events with food at Private Food Events, (i.e. providing refreshments for meetings or department potlucks) a temporary food permit is not required, see EH&S' *Guidelines for Food Safety at Temporary Events*.

Private Events must comply with the campus venue policies.

c. Caterers

Caterers must have valid health permits. Prior approval is required from ASUCLA Catering in order to utilize caterers other than ASUCLA Catering to distribute food or drink inside ASUCLA-Operated Properties. Prior approval is required from Housing & Hospitality Services (HHS) and/or the Office of Residential Life (ORL) in order to utilize caterers other than UCLA Catering to distribute food or drink inside HHS/ORL managed facilities. Other campus venue locations may have additional restrictions related to food and drink services.

d. Alcoholic Beverages

No person may drink or consume any alcoholic beverage, or possess an alcoholic beverage in an open container on University Property out of doors, except as an invited guest at an approved Organized Event, Official University Function, or within the boundaries of a permitted restaurant.

No person under the age of 21 may drink or consume any alcoholic beverage, or possess an alcoholic beverage in an open container on University Property.

Consumption of alcoholic beverages at an Official University Function or Organized Event which attendance consists primarily of Students under 21 years of age, or at programs and events that are organized by RCOs, is subject to the terms of the *UCLA Student Alcohol Policy*. (See:

<https://sole.ucla.edu/file/413d7d5a-29c4-4bc2-b6fc-a8665aed86ea>)

Possession, consumption, or distribution of alcoholic beverages within or on grounds immediately adjacent to the On Campus Housing Community are subject to the terms of the UCLA On Campus Housing Student Handbook.

(see: <https://reslife.ucla.edu/rules/on-campus-housing-regulations>)

8. Amplified and Non-Amplified Sound

a. Approval to use Amplified Sound

In order to avoid noise that substantially disrupts campus activities or operations, to use amplified sound on University Property, prior approval is required by one of the following:

- SOLE, for activities organized by RCO's and Authorized Student Governments.
- Events Office, for activities not organized by an RCO or an Authorized Student Government.
- See UCLA Policy XX Areas for Public Expression for amplified sound in these areas.

Approval will be based on the Interference Criteria and given or refused only on a content-neutral basis.

b. Amplified and Non-Amplified Devices

Hand-held or portable amplification (examples include but are not limited to: bullhorns, portable amplifiers, portable speakers, etc.) are considered sound amplification devices under this Policy and all amplified sound is subject to the sound level limitations outlined in this Policy.

Non-amplified actions such as but not limited to drums, manual noise makers is considered amplified sound under this Policy and is subject to the sound level limitations outlined in this Policy.

c. Sound Levels

On all areas on campus, amplified or non-amplified sound can be considered Excessive Sound and is not permitted.

It is the responsibility of the approved user (individual or group) of the amplified and non-amplified sound not to exceed the 75 decibels, 25 feet from the amplified or non-amplified sound source.

9. Registration of Voters & Ballot Initiatives

University Property may be used for the purpose of voter and ballot initiative registration in accordance with the following:

- Registration of voters must be approved by the appropriate Designated University Official and
- If approved, registration of voters in connection with a particular Organized Event and within the Organized Event venue, may set up tables, booths, or other structures for such registration.
- Registration for ballot initiatives may occur only in the Areas for Public Expression.

10. Use of the UCLA Name, Seal, and Trademarks

The use of the UCLA Marks (collectively refers to the UCLA campus names, primary logos, seal and trademarks) that is not expressively authorized in UCLA Policy 110 requires approval from the appropriate University official as outlined in UCLA Policy 110.

11. Tents, Structures, and Equipment

Except as provided in this Policy, UCLA Policy xxx, Public Expression Activities, related Use Policies and in accordance with *UCLA Procedure 850.1, Placement of Temporary Structures on the UCLA*

Campus (see <http://www.adminpolicies.ucla.edu/APP/Number/850.1>), no individual will build, erect, construct, set up, place, or maintain (or attempt such) in or upon University Property, any tent, platform, booth, bench, table, building, sound system, or other structure or display.

12. Fires and Flammable Material

Campfires, portable stoves, Open Fires and other fires are prohibited on University Property without written permission from the campus Fire Marshal. Any torches, flammable outdoor displays or Open Fires must be approved by the campus Fire Marshal and Chief of Police.

V. ADMINISTRATIVE EXCLUSION FROM UNIVERSITY PROPERTY

This provision describes the campus' procedures for excluding individuals from University Property, including but not limited to implementing Section 626 of the California Penal Code. Individuals on University Property also may be excluded from University Property if engaged in illegal conduct or activities under criminal statutes other than Section 626 of the California Penal Code.

Students, Employees, and Non-Affiliates are also subject to the University and campus policies and procedures governing the conduct of Students, Employees, and Non-Affiliates. For example, including but not limited to, Student Code of Conduct, UCLA Policy 132: Workplace Violence Prevention, and The Regents of the University of California Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California (See Section VII. References).

A. Students, Employees and Emeriti

In accordance with Penal Code Section 626.4, a Student, Employee, or Emeriti may be excluded from the campus where there is reasonable cause to believe that the individual has Willfully Disrupted the normal operation of the campus or University Property. An individual who violates an exclusion directive is guilty of a misdemeanor pursuant to Penal Code Section 626.4 and the individual is subject to arrest.

1. Exclusion: The Chancellor or other officials designated by the Chancellor may exclude a Student, Employee, or Emeriti from University Property if they determine there is reasonable cause to believe the individual has Willfully Disrupted the orderly operation of the campus or University Property. Individuals may be excluded from University Property campus for up to fourteen (14) calendar days.

2. Exclusion Recommendation and Report: If the determination of Willful Disruption and exclusion is made by someone other than the Chancellor, the designee will make a recommendation that the individual be excluded from campus to the following:

- Chancellor (for any exclusion); or if the Chancellor is absent to the following:
- Vice Chancellor Student Affairs (for Student exclusions only); or
- Vice Chancellor Academic Personnel (for faculty and faculty Emeriti exclusions only); or
- Associate Vice Chancellor Campus Human Resources (for staff and staff Emeriti exclusions only);
or
- Chief Human Resource & Organization Development Officer (for UCLA Health staff only).

This recommendation will be in a written report that includes a description of the individual, any contact information available, and a statement of the facts giving rise to the exclusion. If the Chancellor or other designee as listed above, concurs with the report, the individual will confirm the exclusion in writing.

If the exclusion is not confirmed within twenty-four (24) hours after it was issued, the exclusion will be void and of no force or effect, except that any arrest made during such period will not for this reason be deemed not to have been made for probable cause.

The Chancellor or other designee as listed above will revoke the exclusion if the Chancellor or designee has reason to believe that the presence of the person will no longer constitute a substantial and material threat to the orderly operation of the campus or University Property.

3. Written Notice of Exclusion and Right to Hearing: A written notice of exclusion should be hand-delivered or sent to the individual informing them of the exclusion and the right to request a hearing within fourteen (14) days of the notice. In the event that the individual does not request a hearing, or fails to appear for any requested hearing, the notice of exclusion remains in full force and effect for fourteen (14) days. If the individual requests a hearing, the hearing must be held within seven days (7) of the request. The hearing officer may reschedule the hearing for good cause.

4. Hearing: The purpose of the hearing is to determine whether the evidence supports the individual's exclusion from the campus or University Property. The hearing officer will be the Administrative Vice Chancellor or their designee. The hearing will afford adequate opportunity for the excluded individual to confront the evidence and provide a response, consistent with minimum due process requirements. The decision of the hearing officer will be final with respect to the validity of the exclusion.

B. Non-Affiliates

1. Exclusion Pursuant to Penal Code Section 626.6: A person who is a Non-Affiliate may be directed to leave the campus or University Property and excluded for seven (7) calendar days if the Chancellor or other official(s) designated by the Chancellor determines that there is reasonable cause to believe that the individual is committing any act likely to interfere with the peaceful conduct of the activities of the campus or University Property, or has entered the campus or University Property for the purpose of committing any such act. If that person fails to leave or willfully and knowingly reenters the campus or University Property within seven (7) days after being directed to leave, the individual is guilty of a misdemeanor in accordance with Penal Code Section 626.6 and the individual is subject to arrest. There is no hearing required for full force and effect of this provision.

2. Exclusion Pursuant to Sections 100012 and 100013 of The Regents of the University of California Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California (“Regulations”) see Section VII. References: A person who is a Non-Affiliate will be directed to leave and excluded from the campus or University Property by the Administrative Vice Chancellor or other designated official by the Chancellor when there is reasonable cause to believe the individual knowingly and willfully interfered with the peaceful conduct of the activities of the campus or University Property by intimidating, harassing or obstructing any University employee, Student, or any other person.

- a. **Prior Warning:** In accordance with Section 100002 of the Regulations, the Administrative Vice Chancellor or other official designated by the Chancellor will make a reasonable attempt to warn a Non-Affiliate of their prohibited conduct or activity and advise them to cease such conduct or activity before issuing a written exclusion directive, except where the conduct reasonably appears to create a threat to or endanger health, safety or property.
- b. **Written Notice of Exclusion and Opportunity to Respond:** A written notice of exclusion should be hand-delivered or sent to the individual informing them of the exclusion and the right to submit a response challenging the appropriateness of the exclusion directive to the Administrative Vice Chancellor or other official designated by the Chancellor. In the event the individual does not challenge the exclusion, the notice of exclusion remains in full force and effect. If the individual requests an opportunity to present information, the individual must submit that information within ten (10) business days. The exclusion directive remains in effect during this time.

The purpose of the opportunity to respond is to afford adequate opportunity for the excluded individual to address the evidence that provides the basis for the directive and

respond, consistent with minimum due process requirements. The Administrative Vice Chancellor or other official designated by the Chancellor will issue a final decision within five (5) business days of receipt of the response. The decision will be final with respect to the validity of the exclusion.

- c. **Length of Exclusion Directive:** The exclusion directive will be issued for the amount of time appropriate to minimize the impact of the disruptive conduct. An exclusion directive will be issued for an initial period of no longer than 12 months. It may be renewed upon the expiration of the initial period based on information that reasonably appears to create a continuing threat to the health or safety of individuals or property.

No sooner than thirty (30) days after issuance of an exclusion directive, an individual may seek revocation of the exclusion directive by providing the Administrative Vice Chancellor or other official designated by the Chancellor with new evidence sufficient to establish that the individual no longer poses a threat to the peaceful conduct of the activities of the campus or University Property. Upon review of the new evidence, the Administrative Vice Chancellor or other official designated by the Chancellor will revoke or modify the exclusion directive if they have reason to believe that the presence of the person will no longer constitute a substantial and material threat to the orderly operation of the campus or University Property.

- d. **Violation Is a Misdemeanor:** Pursuant to Section 100000 of the Non-Affiliate Regulations, an individual who violates a directive leave or exclusion from campus or University Property is guilty of a misdemeanor and subject to arrest. An individual also may be in violation of other Penal Code provisions, including but not limited to Penal Code Section 602(o).

VI. EXCLUSION FROM UNIVERSITY PROPERTY DURING A STATE OF EMERGENCY

The Chancellor may declare a campus state of emergency to exist when:

- (i) conditions exist on or within the vicinity of the campus which result from natural or man-made disasters, civil disorders which pose the threat of serious injury to persons or damage to property, or other seriously disruptive events; and
- (ii) extraordinary measures are required immediately to avert, alleviate, or repair damage to University Property or to maintain the orderly operation of the campus.

During a State of Emergency, the campus will be managed according to policies and procedures set forth in the [UCLA Emergency Operation Plan](https://ucla.app.box.com/s/gsqaiewodjbjidcoafhbtgrc74y8n44a), located at <https://ucla.app.box.com/s/gsqaiewodjbjidcoafhbtgrc74y8n44a>.

When feasible, the campus will consult with the University President before declaring a state of emergency to exist on the campus. In any event, the President must be notified as soon as possible.

During a state of emergency the Chancellor or other officials designated by the Chancellor may exclude a Student, Employee, or any individual on University Property where there is reasonable cause to believe that the individual has engaged in any of the following:

- activity which Willfully Disrupts the orderly operations of the campus;
- activity in violation of the campus emergency orders; or
- the individual's presence on campus would lead to violation of campus emergency orders or Willful Disruption of the orderly operation of the campus.

Procedures to exclude, notify, and the right to a hearing will generally follow Section V. A & B of this Policy, however individuals excluded from campus during a state of emergency, will not, during the state of emergency enter specified areas of the campus or engage in specific activities, as set forth in the written notice. The notice will be sent to the excluded individuals as soon as reasonably possible. The

length of exclusion will be limited to the minimum extent necessary to protect the health and safety of the individuals or property or to maintain the orderly operation of the campus. A hearing requested within fourteen (14) calendar days of the exclusion notice will be conducted as soon as reasonably possible after the state of emergency has ended.

Violation of any condition of the exclusion during the state of emergency will subject Students and Employees to disciplinary proceedings based upon such violation and in accordance with University and campus policies and procedures.

VII. REFERENCES

1. UCLA Policy XXX: General Use of University Property
2. UCLA Policy XXX: Public Expression Activities
3. UCLA Policy 862: Major Events
4. [UCLA Policy 850.1: Placement of Temporary Structure on UCLA Campus](#)
5. [Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California](#)
6. [UC PACAOS 30: Policy on Speech and Advocacy](#)
7. [UC PACAOS 40: Policy on Use of University Properties](#)
8. [California Code, Penal Code Section 626.6](#)
9. [UC Policy on Safeguards, Security and Emergency Management](#)

VIII. ATTACHMENTS

- A. Definitions