

# Executive Board

## Academic Senate Review - Proposed UCLA Time, Place, and Manner Policies

### Table of Contents

<b>Exec Divisional Response - EB re Prop UCLA Time, Place, Manner Policies_2024-02-16</b>	1
<b>P&amp;T Final Response - PT to EB Time Place Manner_02-21-2024</b>	3
<b>CAF Final Response - CAF to EB Proposed UCLA Time, Place, and Manner Policies</b>	6
<b>R&amp;J Final Response - CRJ to EB_Proposed UCLA Time, Place, and Manner Policies_2024-02-05</b>	9
<b>CODEI Final Response - CODEI to EB re Proposed UCLA Time, Place, and Manner Policies</b>	11
<b>FWC FWC to EB_Proposed UCLA Time Place and Manner Policies_01.25.2024</b>	12
<b>Exec General Use of University Property - draft for key review - 12.8.2023</b>	14
---I. PURPOSE & SCOPE	14
---II. DEFINITIONS	15
---III. POLICY STATEMENT	15
---IV. General Use of University Property	15
<b>Exec UCLA Policy XXX General Use of University Property - ATTACHMENT A.Definitions - For Key Review - 12.8.2023</b>	27
---Major Event is any planned gathering, including but not limited to celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and conferences on University Property at which one or more of the following conditions apply:	28
<b>Exec Public Expression Activities Policy Draft For Key Review-12.8.2023</b>	31
---IV. REGULATIONS GOVERNING PUBLIC EXPRESSION ACTIVITIES	32
<b>Exec Attachment A - Policy XXX Map of Areas for Public Expression Activities.12.8.2023</b>	35
<b>Exec ORGANIZED EVENTS Policy draft for key review - 12.8.2023</b>	36
---K. Reporting Obligations of Event Organizers and Senior Administrators	39
---Prior to any Organized Event, any Event Organizer or Senior Administrator affiliated with an Organized Event and/or who becomes aware of a possible demonstration likely to occur at the Organized Event must promptly alert the Administrative Vice Chancellor ("AVC") at adminvc@ucla.edu or UCPD at 310-825-1491.	39
---Such notice is critical as it enables the AVC to proactively coordinate and communicate with potential demonstrators 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.	39
---This reporting obligation arises out of recommendations that follow the Robinson-Edley Report on Response to Protests on UC Campuses.	39
---3. Organized Event Requests by Non-Affiliates	40
<b>Exec app_0862_0-v02 Major events draft For Key Review -12.8.2023</b>	43
---I. PURPOSE & SCOPE	43
---II. DEFINITIONS	43
---III. POLICY STATEMENT	43
---IV. PROCEDURES	47

February 21, 2024

Michael J. Beck  
Administrative Vice Chancellor, UCLA

Monroe Gorden  
Vice Chancellor for Student Affairs, UCLA

**Re: Proposed UCLA Time, Place, and Manner Policies**

Dear Administrative Vice Chancellor Beck and Vice Chancellor Gorden,

At the February 15, 2024, meeting of the Executive Board (EB), members reviewed the Proposed UCLA Time, Place, and Manner Policies and the attached responses from divisional Senate committees and councils.

Members voted unanimously in favor of a motion to decline to endorse the policies and to point to letters from the Senate committees, which include disagreement regarding place restrictions, volume, voter registration, advance notice, gender, and more. Further, the approved motion expressed an overall concern that principles of expression, free speech, and academic freedom are being limited without adequate justification; predicted selective enforcement; found the policy arbitrary; and observed that it demonstrated a real gulf in understanding of speech and other expression on campus.

Members described the propose policies as fundamentally flawed, highly problematic, and completely incompatible with the notion of a university. They conveyed overall concern about how expression and speech would be limited, concerns about selective enforcement, and that the proposed policies are incompatible with the principles and practices of campuses.

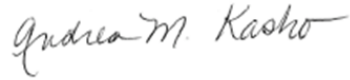
Members noted that as an open, public campus, it did not appear realistic to try to prevent people in a public space from saying what they want. They observed that most protests travel across the campus rather than stay in one place. Members added that sometimes people have it as their goal to get arrested; the stricter the policy the quicker people will be arrested, which is counterproductive if the goal is to lessen disruption. They suggested that allowing people to say what they want to say will create a more peaceful campus.

Members suggested providing clearer definitions. For example, what is considered a “major event” and who makes that determination? Members worried that the current construction of the whole policy appears arbitrary with unclear distinctions that could lead to administrative fiat over public discourse.

Members appreciated, and concurred with, the feedback from divisional Senate committees and councils. They suggested a close review of the attached committee letters. EB welcomes an opportunity to review a revised proposal that reflects the values of a premier public research university.

The UCLA Academic Senate appreciated the opportunity to advise on this important issue.

Sincerely,

A handwritten signature in dark ink, reading "Andrea M. Kasko". The signature is fluid and cursive, with the first name "Andrea" and middle initial "M." clearly visible, followed by the last name "Kasko".

Andrea Kasko  
Chair  
UCLA Academic Senate

Encl.

Cc: Kathleen Bawn, Vice Chair/Chair Elect, UCLA Academic Senate  
Jessica Cattelino, Immediate Past Chair, UCLA Academic Senate  
April de Stefano, Executive Director, UCLA Academic Senate  
Darnell Hunt, Executive Vice Chancellor and Provost, UCLA  
Anna Joyce, Director, Administrative Policies and Strategic Initiatives, UCLA Administrative  
Policies and Compliance Office  
Emily Rose, Assistant Provost and Chief of Staff to the EVCP, UCLA

Date: February 21, 2024

To: Andrea M. Kasko, Chair, Academic Senate

From: Diana Messadi, Chair, Committee on Privilege and Tenure

CC: Kathleen Bawn, Vice Chair/Chair-Elect, Academic Senate  
Jessica Cattelino, Immediate Past Chair, Academic Senate  
April de Stefano, Executive Director, Academic Senate  
Marian M. Olivas, Principal Policy Analyst, Academic Senate  
Members of the Committee on Privilege and Tenure

**Re: Proposed UCLA Time Place and Manner Policies**

At its meeting on February 14, 2024, the Committee on Privilege & Tenure (P&T) had an opportunity to discuss the Executive Board's request for advisement on a set of UCLA Policies deemed as "Use Policies" or "Time Place and Manner Policies." These proposed policies include: General Use of University Property (with definitions); Public Expression Activities Policy (with Map of Areas for Public Expression Activities); and Organized Events. Many of the elements of the proposed "General Use of University Property" (General Use) parallel Regents "[Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California](#)." The General Use proposed policy, however, is more expansive and applies equally to students and employees, including faculty. According to the introduction: "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."

The proposed policy is relatively straightforward but with some ambiguities which we address below. Committee members agreed in general that faculty have a right to expect general protection in order to carry out their work. Insofar as this policy is intended to ensure personal safety of University students and employees, members are supportive of the detailed lists of the "Strictly Prohibited" list. Members are hopeful this signals that there will be more enforcement of "non-affiliates" who not only camp out on University property, but become a threat to persons or property. One objection to this list is the inclusion of marijuana and other tobacco products. For one, many faculty conduct research involving cannabis and tobacco products. In addition, it is unclear if the University's non-smoking policy, which was passed several years ago, includes marijuana, which was not legal at that time.

Members also found that the proposed policy may already be out-of-date owing to recent experience with (a) COVID and how the need for appropriate preventative health measures may change the guidelines; (b) strikes and union activities that sometimes present a physical threat to faculty, staff, and students; (c) physical security for individual faculty, staff, and students that sometimes accompanies

major events (vs the emphasis on disrupting an event); (d) the policy does not address continued diversification of work sites associated with the campus through satellite medical facilities and new locations ranging from downtown to the Westside Pavilion and all of the implications for freedom of expression and safety; and (e) increased use of remote communications via Zoom for academic and non-academic events, including (but not limited to) the potential for disruption such as "Zoom bombing" and other activities which, had they occurred in person, could be considered equally disrupting and/or threatening.

As mentioned above, Regents regulations (and possibly existing laws) already allow exclusion of Non-Affiliates for the reasons articulated in this proposed policy. Members were concerned about provisions discussing enforcement for faculty and a risk of possible arbitrary enforcement. According to the proposed policy, if the Vice Chancellor Academic Personnel (Chancellor's designee for Faculty and Emeriti Faculty) determines there is reasonable cause to believe (a very low standard of proof) 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. Individuals may request a hearing before the Administrative Vice Chancellor; if requested, the hearing must be held within seven (7) days. In addition to exclusion, the policy indicates the possibility that faculty might be subject to discipline if they are deemed to have violated the policy: "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." It is unclear who would decide that policy had been violated and what standard would be used. Exclusion, presumably used for safety reasons, only requires "reasonable cause to believe" there was a willful disruption. Members also thought there should be clarification as to when "willful disruption" becomes subject to police intervention rather than a determination by the Chancellor.

Members had concerns about the use of the word "obligation" for event organizers and senior administrators, who are required to "promptly alert the Administrative Vice Chancellor ("AVC") at [adminvc@ucla.edu](mailto:adminvc@ucla.edu) or UCPD" if they become "aware of a possible demonstration likely to occur at the Major Event." The provision claims that the "reporting obligation" arises from a recommendation from the [Edley-Robinson Report](#) (2012), a 158-page report written in response to physical altercations between police and protestors on UC Davis and Berkeley campuses. That report, however, encourages communication by organizers and senior administrators with potential protestors in positive terms (p. 56 ff) as part of efforts to prevent clashes or police intervention during a protest. Nowhere does it recommend an enforced reporting "obligation." This seems heavy-handed, especially since it could apparently be enforced even for a "possible" demonstration and could lead to a culture of suspicion and accusation rather than the dialogue that is encouraged in the Edley-Robinson Report.

Members had a few other concerns not directly related to faculty rights which we list here: Whether University employees and students should have the same speech restrictions as Non-Affiliates; the policies seem more focused on disruptions of protests and protection of campus structures than on safety; there four areas that allow public expressions do not include any designated areas near south campus/ the medical complex; It is unclear why up to \$1,000,000 per year is dedicated to RCO or

University Unit sponsored event security and only \$250,000 to host a free speech related event by a Non-Affiliate. Arguably, Non-Affiliate events might carry a higher security risk.

In addition to the above comments, members had some recommendations:

- The Administration should provide clarity on how they propose to enforce this consistently.
- The Administration should also provide some actual examples of incidents with an explanation of why other policies are insufficient and how the particulars in this policy will help.
- How will responsible parties differentiate between a threat and simple harassment? Some faculty, for example, felt harassed to sign petitions or to take part in an action. When might this become disruptive or a threat? There is also no mention at all of hate speech. There should be a better definition of a threat.
- There should be a clear clause that protects faculty rights.

If you have any questions for us, please do not hesitate to contact me at [dmessadi@dentistry.ucla.edu](mailto:dmessadi@dentistry.ucla.edu) or via the Committee's analyst, Marian Olivas, at [molivas@senate.ucla.edu](mailto:molivas@senate.ucla.edu).

cc: Kathleen (Kathy) Bawn, Vice Chair/Chair-Elect, Academic Senate  
Jessica Cattelino, Immediate Past Chair, Academic Senate  
April de Stefano, Executive Director, Academic Senate  
Marian Olivas, Principal Policy Analyst, Academic Senate  
Members of the Committee on Privilege & Tenure

February 9, 2024

To: Andrea Kasko, Chair  
UCLA Academic Senate

Re: **Academic Senate Review - Proposed UCLA Time, Place, and Manner Policies**

Dear Chair Kasko,

At its meeting on February 9, 2024, the Committee on Academic Freedom (CAF) reviewed the proposed UCLA Time, Place, and Manner Policies. Through its discussion, the committee recognized the important goals of the proposed policies, but had concerns about some aspects.

Overall, the committee viewed the policies as taking an extreme approach, with limitations that were sometimes unnecessary and difficult to enforce.

Some specific concerns were as follows:

The committee believed that the proposed policies should either include or reference definitions of “harassment” and “intimidation.”

UCLA Policy XXX: General Use of University Property, states that “registration of voters must be approved by the appropriate designated University official.” The First Amendment highly protects political speech, since citizens must be informed in order to cast their ballots intelligently. To allow such political speech but condition voting registration activity on a university official’s approval misses this rationale for free speech, the health of democracy. Approval should not be required.

UCLA Policy XXX: General Use of University Property also reads, “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.” This section lets administrators separate a faculty member from his or her office, lab, and colleagues, and to do so without due process and, by repeated application of the decision, to do so indefinitely. The policy provides for a hearing, but the decider would be an appointed administrator. Shared governance principle requires that the faculty should participate in discipline matters for its members. While it is reasonable that an administrator be empowered to take action in an emergency, the decision should be reviewed promptly by a faculty committee. A mechanism for this is already in place: ad hoc hearing committees of faculty are appointed by the Privilege and Tenure Committee.

UCLA Policy XXX General Use of University Property prohibits personal disguises when donned for certain purposes. Masks are not uncommon in political demonstrations, and while the policy does not prohibit them per se, it seems to suggest that the campus police can judge their intent. They can be worn by those planning to engage in violence, but also, justifiably, by those who worried about

disease, or about retribution for joining the demonstration. It might be useful to reexamine this section.

Language in UCLA Policy XXX: Organized Events states, “No Organized Event may occur without EOL Registration. All requests must be submitted through EOL Registration for appropriate review and approval at a minimum of ten (10) working days prior to the execution or administration of any Organized Event.” The committee believes that this standard would cause an unreasonable delay in the case of a meeting responding to a surprise occurrence, such as the murder of George Floyd or the war in Gaza. Rather than forcing a two-week delay in discussing the occurrence and informing the community about it, the policy should allow some official to waive the delay in such situations.

The current version of UCLA Policy 862: Major Events lists the requirement of compliance to all pre-event requirements established in other policies administered by various offices on campus. One of these includes Insurance and Risk Management, which involves insurance and/or security costs payable by the group holding an event. In line with the document’s very appropriate emphasis on viewpoint neutrality, committee members were concerned whether these costs might differentially hinder more controversial groups from expressing their viewpoints.

The proposed policy prohibits any person appearing “Nude in any place open to the public or any place visible from a place open to the public [except for dressing rooms women breast-feeding children or] 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.”

For the same reason that a lecturer has an academic freedom right to choose to use potentially offensive material in class as long as it is relevant to the course, he or she has a right to present nudity in class as long when relevant. That is an academic decision that should not require administration approval. Also, the proposed nudity ban has special rules for women. While the law currently permits this, it is contested and it seems odd that UCLA should be taking this position, especially in combination with the document’s broad definition of “Nude”.

The document recognizes the artistic use of nudity, but it can also be used as political speech, e.g., about the inequity of gender-based rules. The document should recognize this in parallel to its recognition of the artistic and academic freedom cases.

The proposed rule has questionable consequences for DEI. The University of California’s Gender Recognition and Lived Name Policy states (p.7) that the forms provided to an individual entering the system must allow them to choose among at least these three gender options: woman, man, or non-binary. The University of California system must afterwards use their choice “in all settings and situations.” However, the proposed rule bases UCLA’s action on whether the person is “female” or not. The rule should either be modified to apply uniformly to all genders or omitted.

The document also limits the distribution of non-commercial literature (e.g., political) to three areas, Bruinwalk, Meyerhoff Park and the south half of Dickson Court. Given the importance of free speech and discussion there is no justification for limiting the distribution of literature in this



way. Many students never visit these areas. The current practice in fact - distribution on outside walkways in general as well as in kiosks - does not obstruct teaching or any other University function. Any limitation on the exchange of ideas should be based on significant, demonstrable, negative consequences; the action itself should not be banned.

The Committee also supports the points made by the Committee on Diversity, Equity, and Inclusion (CODEI) in regard to current guidelines limiting academic freedom on campus.

We appreciate the opportunity to review and comment on this policy. If you have any questions, please do not hesitate to contact me at [barry.oneill@polisci.ucla.edu](mailto:barry.oneill@polisci.ucla.edu) or committee analyst Lilia Valdez at [lvaldez@senate.ucla.edu](mailto:lvaldez@senate.ucla.edu).

Sincerely,

Barry O'Neill, Chair  
Committee on Academic Freedom

cc: Kathy Bawn, Vice Chair/Chair-Elect, UCLA Academic Senate  
Jessica Cattelino, Immediate Past Chair, UCLA Academic Senate  
April de Stefano, Executive Director, UCLA Academic Senate  
Lilia Valdez, Senior Policy Analyst, UCLA Academic Senate  
Members of the Committee on Academic Freedom

To: Andrea Kasko, Chair, Academic Senate

From: Shane White, Chair, Committee on Rules and Jurisdiction

Date: February 5, 2024

**Re: Academic Senate Review - Proposed UCLA Time, Place, and Manner Policies**

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At its meeting on January 24, 2024, the Committee on Rules and Jurisdiction (CR&J) discussed the proposed UCLA Time, Place, and Manner policies. Members recognized the intent to protect the freedom of expression and academic freedom of those working and learning on campus.

Members supported the Faculty Welfare Committee's (FWC) concerns, specifically that there must be no suppression of speech; enforcement will be arbitrary or discriminatory; lack of financial transparency; and allocation of areas of public expression. Members also supported FWC's request that faculty offices and adjacent corridors also be explicitly included as restricted-use University Property spaces that are not appropriate for demonstrations.

While faculty members, students, and staff are inherently protected from, and prohibited from engaging in, discrimination by various systemwide and campuswide policies, as well as State and Federal laws, members were concerned about the lack of explicit protections for, and prohibitions relating to, non-affiliates on University property. Without equal protections and prohibitions, there is concern about the potential for arbitrary and unequal enforcement at public expression activities and events. In addition, some members expressed concern that if there were separate standards for University affiliates and non-affiliates, non-affiliates could be used as a loophole to voice discriminatory opinions that are prohibited for University affiliates. Some members felt that prohibition of discrimination against groups specifically protected by Federal statute and Regental policy needed to be emphasized.

Members found the proposed policies were sometimes unclear when they intersected with existing policies. For example:

- General Use of University Property IV.A. How is "intimidation" defined? If an assertive teaching style is alleged as "intimidating," how do these policies intersect with the Student and Faculty Codes of Conduct and disciplinary procedures?
- General Use of University Property IV.A.11. prohibits the "use, sell, advertise, promote or distribute marijuana or tobacco on University Property." How does this impact approved marijuana and hemp research?
- General Use of University Property V. Administrative Exclusion from University Property has some incomplete consideration of [APM-016](#)'s University Policy on Faculty Conduct and the Administration of Discipline.

Members also had practical questions on the implementation of some of the proposed prohibitions. For example:

- General Use of University Property IV.C.3.a. The policy explicitly proscribes one activity already prohibited by FERPA. If these policies intend to be redundant with existing policies, rules or laws, it should be comprehensive in its examples.
- General Use of University Property IV.C.3.b. Is the transportation of research posters on campus proposed to be prohibited without advanced approval?
- General Use of University Property, IV.C.8. Requesting activities to “not to exceed the 75 decibels” is an unreasonable limitation. According to the [CDC](#), 75 decibels is just above the average sound level of a washing machine or dishwasher.

Thank you for the opportunity to review and comment. If you have any questions, please do not hesitate to contact me at [snwhite@dentistry.ucla.edu](mailto:snwhite@dentistry.ucla.edu) or via the Committee’s analyst, Lori Ishimaru, at [lishimaru@senate.ucla.edu](mailto:lishimaru@senate.ucla.edu).

cc: Kathleen Bawn, Vice Chair/Chair-Elect, Academic Senate  
Jessica Cattelino, Immediate Past Chair, Academic Senate  
April de Stefano, Executive Director, Academic Senate  
Lori Ishimaru, Senior Policy Analyst, Academic Senate  
Members of the Committee on Rules and Jurisdiction

January 30, 2024

To: Andrea Kasko, Chair  
UCLA Academic Senate

**Re: Academic Senate Review - Proposed UCLA Time, Place, and Manner Policies**

At its meeting on January 16, 2024, the Committee on Diversity, Equity, and Inclusion (CODEI) discussed the proposed UCLA Time, Place, and Manner Policies.

On its face, the committee did not support this policy as written, and agreed that further rational as to why it exists and how it will be implemented would help them to better understand its purpose. Members found that the proposed policies are quite vague, which could cause for further uncertainty in their application. Further, the committee discussed at great length the ways in which the policy is overly restrictive.

The committee found great concern with the proposed "Map of Areas for Public Expression." In the current proposal, only two areas on campus have been permitted for public expression. Committee members highlighted that there is no way for students to get from one approved location to the other. Members agreed that areas heavily transited should remain open, and the policy should allow for movement between the marked areas.

Further, members requested additional clarity on the difference between what the policy considers a "gathering". Similarly, clear guidelines on how a group in motion would be classified should be added. Since a great deal of public expression occurs through the action of a walk or march, this should be clearly addressed.

We appreciate the opportunity to opine. If you have any questions, please do not hesitate to contact me ([thall@mednet.ucla.edu](mailto:thall@mednet.ucla.edu)) or Academic Senate Policy Analyst, Lilia Valdez ([lvaldez@senate.ucla.edu](mailto:lvaldez@senate.ucla.edu)).

Sincerely,



Theodore Hall, Chair  
Committee on Diversity, Equity and Inclusion

cc: Kathy Bawn, Vice Chair/Chair-Elect, UCLA Academic Senate  
Jessica Cattelino, Immediate Past Chair, UCLA Academic Senate  
April de Stefano, Executive Director, UCLA Academic Senate  
Lilia Valdez, Senior Policy Analyst, UCLA Academic Senate  
Members of the Committee on Diversity, Equity, and Inclusion

January 25, 2024

To: Andrea Kasko, Chair  
Academic Senate

Re: **Academic Senate Review- Proposed UCLA Time, Place, and Manner Policies**

Dear Chair Kasko,

At its meeting on January 9, 2024, The Faculty Welfare Committee (FWC) discussed the Proposed UCLA Time, Place and Manner Policies. Members offered the following comments and recommendations.

The FWC recognizes that, while we abide by the First Amendment as a public institution, there is also a need for Time, Place, and Manner restrictions to permit UCLA to safely manage crowd events such as strikes, rallies, and protests. The FWC balanced our discussion by considering the effect of the proposed policies on speech we adamantly agreed with versus speech we equally adamantly disagreed with.

Members were generally supportive of the idea that UCLA needs to restrict access to specific campus spaces to protesters for safety/privacy concerns and to permit the university to continue functioning. The FWC also noted that protestors have inappropriately targeted specific faculty in the recent past. Thus, we *request that faculty offices and adjacent corridors also be explicitly included as restricted-use University Property spaces not appropriate for demonstrations.*

However, we also had the following significant concerns to the policies in their current form:

1. There must be no suppression of speech. Members were very wary about the potential unintended consequences of so many explicit rules and the possibility that they could interfere with standard academic practices and/or be exclusionary. Critical functions of a university include a) the free exchange of ideas and b) the ability to question systems of power. These rules must not prevent members of the university from exploring and criticizing diverse ideas. Members were particularly concerned that the need to get pre-approval for events would penalize spontaneous expressions of dissent.
2. Enforcement will be arbitrary or discriminatory. These proposed policies must be enforced in an even-handed manner, regardless of the nature of speech being regulated. There needs to be further clarification about enforcement policies and the type of security present at different events. Some specific concerns included: a) Who will have discretion over the enforcement policies? b) How will the University regulate wearing a disguise (strictly prohibited uses/conduct #19)? By forcibly removing them from protestors? c) Why is nudity defined differently for men vs women (#14)? Surely, this policy is in conflict with Title IX?
3. Lack of financial transparency. The University is proposing to cap the amount it will spend on security; permits will not be granted once the allocated budget is exhausted. While members understand that the university cannot put unlimited resources into policing strikes, rallies, protests, etc., there was concern that this stipulation would be used as a back-door way of limiting dissent. How will the

campus track spending? How does the allocated funds compare to recent spending? How does the campus plan to inform members if the budget is exhausted?

4. Allocation of areas of public expression. Members requested an explanation for how the “areas of public expression” (Attachment A) were determined.

Thank you for the opportunity to opine. If you have questions, please do not hesitate to contact me at [butlersj@ucla.edu](mailto:butlersj@ucla.edu) or via the Committee analyst, Renee Rouzan-Kay, at [rrouzankay@senate.ucla.edu](mailto:rrouzankay@senate.ucla.edu).

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Butler', with a stylized, looped initial 'S' and a horizontal line extending from the end.

Samantha Butler, Chair  
Faculty Welfare Committee

cc: Kathleen Bawn, Vice Chair/ Chair-Elect, Academic Senate  
Jessica Cattelino, Immediate Past Chair, Academic Senate  
April de Stefano, Executive Director, Academic Senate  
Renee Rouzan-Kay, Senior Policy Analyst, Faculty Welfare Committee  
Members of the Faculty Welfare Committee

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## **UCLA Policy XXX: General Use of University Property**

### **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 Regulations on Activities, Registered Organizations,  
and Use of Properties

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- I. PURPOSE & SCOPE**
- II. DEFINITIONS**
- III. POLICY STATEMENT**
- IV. GENERAL USES OF UNIVERSITY PROPERTY**
- V. ADMINISTRATIVE EXCLUSION FROM UNIVERSITY PROPERTY**
- VI. EXCLUSION FROM UNIVERSITY PROPERTY DURING A STATE OF EMERGENCY**
- VII. REFERENCES**
- VIII. ATTACHMENTS**

### **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

## Definitions

**Areas for Public Expression**, also referred to as “grounds generally open to the public” per UC Policy, are grounds open to the public and the University community for Public Expression. These areas are Meyerhoff Park, Dickson Court South, east Bruin Walk between the Student Activities Center and Ackerman, and lawns and walkways between Meyerhoff Park, Student Activities Center, Janss Steps, and eastside of Powell Library. All other areas of University Property are not generally open to the public.

**ASUCLA**, the Associated Students of the University of California Los Angeles (ASUCLA) is a not-for-profit association comprised of, individually or collectively, the following four entities: Graduate Students Association; Undergraduate Students Association; Student Media; and Services & Enterprises.

**ASUCLA-Operated Properties** refers to Ackerman Union, Kerckhoff, North Campus Student Center, LuValle Commons, and Court of Sciences Student Center.

**Audience Management Fees** refers to basic fees including but not limited to, equipment rentals, services, and staffing costs (including UCLAPD protection services) associated with audience safety for a Major or Organized Event. This does not include security costs associated with speech related demonstrations or demonstrations related to an Organized or Major Event.

**Authorized Representative** is any one of the three (3) individuals listed on a Registered Campus Organization’s registration form as submitted to the Student Organizations, Leadership & Engagement (SOLE) Office; an Authorized Representative agrees to act as an official contact person with the University and to assume responsibility for the planning, implementation, and outcomes of the Organization’s activities. Only UCLA Students or University personnel may serve as Authorized Representatives.

**Authorized Student Government** refers to either or both the Graduate Students Association and/or the Undergraduate Students Association.

**Campfire** is a fire which is used for cooking, personal warmth, lighting, ceremonial, or aesthetic purposes, including fires contained within outdoor fireplaces, and enclosed stoves with flues or chimneys, stoves using jellied, liquid, solid or gaseous fuels, portable barbeque pits and braziers, or space heating devices which are used outside any structure, mobile home, or living accommodation mounted on a motor vehicle.

**Campus Venue Scheduler** is the UCLA department that schedules event locations within their areas of responsibility and initiates the Events Online (EOL) Application for Event Organizers.

**Civil Disobedience** is the symbolic, non-violent violation of law for the purpose of protesting an injustice, done with the understanding that punishment may result.

**Designated University Official** is the UCLA official designated authority over the relevant operation from the Chancellor.

**Emeriti** is a retired UCLA Employee, either member of the faculty or staff, upon whom has been conferred formal emeriti status.

**Employee** is any person who is listed in the campus payroll system, regardless of the percentage of time associated with the person’s employment.

**Employee Organization** is an independent organization which exists for the purpose, in whole or in part, of dealing with University management concerning grievances, labor disputes, wages, hours, and other terms and conditions of employment of employees, as defined by Section 3562(f) of the Higher Education Employer-Employee Relations Act (HEERA).

**Event Online (EOL) Registration** is the University’s official event notification and registration system required for events on University Property.

**Event Capacity** is the maximum number of people authorized by the University to attend a particular event, taking into account all relevant factors, including but not limited to the maximum capacity of the

venue, any security recommendations or requirements imposed by UCLAPD, and any agreement by the Event Organizer regarding attendance.

**Event Organizers** are individuals or groups who sponsor and/or coordinate an Organized and/or Major Event. The Event Organizer can be either an RCO, University Unit, or Non-Affiliate.

**Excessive Sound** is sound that substantially disrupts campus activities. This can be amplified or non-amplified sound that are above 75 decibels and 25 feet from the amplified or non-amplified sound source.

**Public Expression** means leaf-letting, marches, picketing, protesting, speech-making, demonstration, petition circulation, distribution and sale of non-commercial literature incidental to these activities, and similar speech related activities.

**Interference Criteria** refers to criteria that consist of the following: (a) the proposed location of the event, (b) the proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented (c) the estimated number of participants, (d) the time of the day the event is to take place, (e) the expected duration of the activity; (f) the activity's timing in relation to the academic calendar (for example, proposed scheduling during the first week of classes or during final examination week); (g) the expected noise level to be generated by the activity; (h) the need for and/or availability of University resources and personnel to facilitate, oversee, or control the activity; and (i) any similar viewpoint neutral considerations relevant to assessment of potential disruption to campus functions or activities, provided however that events in Areas for Public Expression will be considered both in a viewpoint and content-neutral manner.

**Major Event** is any planned gathering, including but not limited to celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and conferences on University Property at which one or more of the following conditions apply:

- The Chancellor or the Chancellor's designee determines based on the Safety and Security Criteria and the assessment of the UCLA Police Department (UCLAPD) that the event is likely to significantly affect campus safety and or significantly affect campus services (including kiosk guards, service roads, or parking); and/or
- The Chancellor or the Chancellor's designee determines based on the Interference Criteria that the event has a substantial likelihood of significantly interfering with other campus functions or activities; or is A Major Event as defined by UCLA Policy 862: Major Events

**Non-Affiliate** is any person who is not a student, officer, official volunteer, employee, or emeritus of UCLA, nor a Regent of the University of California, nor a member of a household authorized to reside on University Property.

**Non-Commercial Literature** is any printed and/or written material referring to an event, activity, or service that is not conducted for private business or personal gain. The content should promote educational, cultural, and informational programs that support the University's mission. It must not advertise or promote products, merchandise, commercial services, or ventures.

**Nude** as defined by the Education Code means the absence of an opaque covering which covers the genitals, pubic hair, buttocks, perineum, anus or anal region of any person or any portions of the breast at or below the areola thereof of any female.

**Official University Function** refers to scheduled academic classes, research and activities; and normal daily operations of University Units.

**Official Volunteer** refers to any person who is: (i) listed as an officer of the UCLA Alumni Association, including its committees or related clubs; (ii) listed as an officer of a formally recognized UCLA Support Group; or (iii) formally registered through UCLA Campus Human Resources and authorized to provide volunteer services on behalf of the University in campus facilities.

**On- Campus Housing Community** refers to UCLA Residence Halls and surrounding areas, and other facilities operated by the Office of Residential Life, including but not limited to the area known as “The Hill.”

**Open Fire** is any fire, controlled or uncontrolled, including a Campfire, burning outside of any structure, mobile home, or living accommodation mounted on a motor vehicle.

**Organized Event** is any planned gathering, including but not limited to celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, conferences, and programs or activities by University Units in the course of fulfilling their University mission, Registered Campus Organizations, and Non-Affiliates with contracts with the University

**Public Food Event** refers to a giveaway or sale of food in a public area, examples include but not limited to, Bruin Plaza, Bruin Walk, Court of Sciences, Student Activity Lounge, or CHS Courtyard, where the consumers of the food are not registered or tracked, and the organizers are not licensed food handlers. Public Food Events will also include meetings, banquets, or socials with attendance of 200 attendees or more where the food is served by unlicensed food handlers.

**Private Food Event** refers to a meeting, banquet, social, or potluck style gathering where food is provided to invited, registered, ticketed guests only. This includes refreshments provided for a lecture, panel or reception as well as any event that is professional catered by licensed food handlers.

**Regents**, also referred to as the Regents of the University of California, is a twenty-six (26) member board, established under Article IX, Section 9 of the California Constitution to govern the affairs of the University and its various campuses and allied entities.

**Registered Campus Organization** refers to organizations whose membership is predominately comprised of UCLA students and/or personnel that obtain recognition as a Registered Camps Organization by registering through SOLE and complying with the requirements and procedures in UCLA Policy XXX.

**Safety and Security Criteria** refers to criteria that consist of the following: (a) nature of the event, that includes: (i) the estimated number of participants, (ii) whether over 50 persons are anticipated to attend and alcohol is intended to be served, (iii) the estimated duration of the event, and (iv) any objective and credible evidence regarding actual threats to campus safety or security; (b) the proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented; (c) the resources needed to secure the event; (d) the anticipated weather conditions; and (e) any similar viewpoint neutral considerations relevant to assessment of campus safety, security, and services, provided however that events in Areas for Public Expression will be considered both in a viewpoint and content-neutral manner. **Security Assessment Meeting** is a meeting between the Event Organizer and UCLAPD and/or SOLE Advisor for RCO events or Events Office for non-RCO Events, and Campus Venue Scheduler, as well as any other necessary participants, to discuss security concerns and determinations for the Major Event and options for addressing security needs, such a meeting is required if UCLAPD determines that the Major Event has substantial security needs.

**Senior Administrator** is any Employee holding the title of Director or above, including, but not limited to the following: Chancellor, Vice Chancellors, Provosts, Vice Provosts, Deans, Associate or Assistant Vice Chancellors or Vice Provosts, Associate Deans, Assistant Deans, Department Chairs, Division Chiefs, Chief Executive Officers, Executive Directors, and Directors.

**Student** as defined by the [Student Code of Conduct](#).

The term Student does not include individuals registered with a program of UCLA Extension or individuals registered through UCLA Extension in a concurrent enrollment program.

**Support Group** is any group, organization, foundation, or association other than a campus alumni association or campus foundation: (i) whose primary purpose is to provide assistance through fundraising, public outreach, and other activities in support of the University’s mission; or (ii) whose representatives

or activities make the entity indistinguishable from the University itself; or (iii) that acts as an agent of or intermediary for the University.

Such groups are governed by the University of California Policy on Support Groups, campus Foundations, and Alumni Associations and the University Of California Administrative Guidelines For Support Groups, as well as by this policy.

(See [www.ucop.edu/ucophome/coordrev/policy/2-12-04support-guidelines.html](http://www.ucop.edu/ucophome/coordrev/policy/2-12-04support-guidelines.html).)

**University Guarantor** is a University Unit that bears financial, legal and procedural responsibility for all University costs and commitments related to an Organized or Major Event, including the responsibility for all costs owed to the University that an Event Organizer is required to pay but fails to pay and for all contractual obligations to the University that an Event Organizer is required to satisfy but does not. For Major Events, a University Guarantor is also responsible to certify in writing that it approves the Major Event Security Assessment Form and will send a representative to the Security Assessment Meeting.

**University Property** is any property owned, operated, leased, or maintained by UCLA, including all of the buildings and grounds of the UCLA campus or any building or ground otherwise within the direction and control of UCLA.

**University Property Use Form** is the event registration form that Non-RCO Major Event Organizers must complete and submit to the Events Office.

**University Residence** is the following overall area of the UCLA campus, comprising approximately 13 acres:

Northern boundary: Sunset Boulevard (*see note below*)

Western boundary: Royce Drive (eastern curb line)

Southern boundary: Charles E. Young Drive North (northern curb line)

Eastern boundary: Parking Structure 3 (western entry drive)

*Note: The actual property line of the property owned by The Regents is 36 inches south of the east/west curb line on the south side of Sunset Boulevard. The intervening property to the Sunset Boulevard curb line is owned by the City of Los Angeles and is public property. Shrubbery and other landscaping have been planted in order to delineate UCLA's specific property line.*

**University Unit** is any academic or nonacademic department or division or any other official University entity, including any official department, school, or institute of UCLA, the University Extension, or any officially recognized part thereof, or any authorized student government. For avoidance of doubt, this definition includes the Center for the Art of Performance at UCLA ("CAP") and the UCLA Alumni Association.

**Willfully Disrupt** means conduct or words that constitute or incite to, a substantial and material physical or forcible interference, interruption, or obstruction of the normal operations of the campus, examples include but are not limited to assault, battery, physical disruption of buildings, destruction of property, and physical intimidation.

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# **UCLA Policy XXX: Public Expression Activities**

## **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 Regulations on Activities, Registered Organizations,  
and Use of Properties dated 9/25/2017

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

### **II. DEFINITIONS**

### **III. POLICY STATEMENT**

### **IV. REGULATIONS GOVERNING PUBLIC EXPRESSION ACTIVITIES**

### **V. REFERENCES**

### **VI. ATTACHMENTS**

### **I. PURPOSE AND SCOPE**

UCLA is committed to First Amendment rights as a fundamental feature of our democracy and a crucial dimension of UCLA's institutional and academic culture. In order to carry on its work of teaching, research, and public service, the University has an obligation to maintain conditions under which the work of the University can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression, with full recognition by all concerned of the rights and privileges, as well as the responsibilities of those who comprise the University. The time, place, and manner of exercising the constitutionally protected First Amendment rights are subject to these campus regulations and related Use Policies, which have been formulated to provide reasonable access for open association, discussion, and debate while at the same time providing for the safe and orderly operation of the campus.

In addition to this Policy and related Use Policies, as outlined in UCLA Policy XXX, General Use of University Property, 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 V. References. For sections in the Regulations that require prior approval by a Designated University Official that are not designated in this Policy, contact the Office of Administrative Vice Chancellor or Events Office.

### **II. DEFINITIONS**

For the purposes of this Policy:

See Policy XXX: General Use of University Property Attachment A

### **III. POLICY STATEMENT**

UCLA has designated certain areas of the campus for Public Expression Activities. UCLA may impose reasonable and content-neutral time, place, and manner regulations on the exercise of Public Expression in order to preserve the safe and orderly operation of the campus. Public Expression Activities may be directed to cease subject to the review and approval by the Chancellor or a Designated University Official based on the Safety and Security Criteria and/or the Interference Criteria that will be evaluated in a content-neutral manner.



Public Expression Activities are permitted in the Areas for Public Expression. Such activities are not permitted in classrooms, laboratories, libraries and other academic spaces, which are dedicated to speech for teaching, learning, and research and thus, governed by the norms of academic freedom as outlined in the University's Academic Personnel Manual, [APM-010](#), which recognizes in teaching settings the faculty's authority to control all aspects of a course, including the relevance of alternative points of view, and by other regulations designed to ensure that the space is used for its intended purpose. Classrooms may be reserved for Official University Functions and/or Organized Events, see Policy XXX: Organized Events.

The Constitutional right to free speech and assembly does not protect the right to engage in Civil Disobedience, which by its very definition involves violations of law or regulations. Civil Disobedience may interfere with University business or threaten public safety or University assets in ways that require the University to act to protect these other interests.

#### IV. REGULATIONS GOVERNING PUBLIC EXPRESSION ACTIVITIES

##### A. Areas for Public Expression

UCLA has designated Areas for Public Expression on campus that may be used regardless of affiliation with UCLA and without prior scheduling on a first-come basis provided that there are no scheduled Organized Events. The University will ensure that at least one of the Areas for Public Expression will be available at all times.

Public Expression Activities are not permitted at any time on the grounds of the University Residence, including the lawn area of the Ralph Cornell Grove.

1. **Place:** The Areas for Public Expression are outlined below and in Attachment A, Map of Areas for Public Expression.
  - Meyerhoff Park
  - East Bruinwalk between the Student Activities Center and Ackerman
  - Lawns and walkways between Meyerhoff Park, Student Activities Center, Janss Steps, and east side of Powell Library
  - Dickson Court South
2. **Time:** The Areas for Public Expression are open between the hours of 6:00am and 12:00 midnight. Between the hours of 12:00 midnight and 6:00am these areas and all other areas of campus are generally closed to all activities except the coming and going to a University building or crossing the campus.
3. **Manner:** Individuals and groups may not impede or disrupt foot and vehicular traffic. Obstructing, disrupting, or otherwise interfering with the instructional, research, or administrative operations of the University, or any other person having lawful business with the University is not permissible. Reasonable access to and exit from classrooms, laboratories, offices and buildings must be provided at all times.

Activities such as posting, displaying, carrying, and/or distributing posters, signs, banners, flags, or other similar displays, literature and tables, or other portable displays must be in accordance with UCLA Policy XXX, General Use of University Property and section IV.4 of this Policy.

Amplified sound, except for Dickson Court South, is permitted between 12pm-1pm without prior approval and only in accordance with UCLA Policy XXX: General Use of University Property. See UCLA Policy XXX General Use of University Property, Amplified Sound Section for approval information.

4. **Additional Regulations for East Bruin Walk:** In accord with UCLA Policy XXX, General Use of University Property, the following additional regulations below apply:

a. Posters, Signs, and other Similar Displays

Posters, signs, and other similar free-standing displays, including sign boards, may not be larger than 3 feet wide by 2.5 feet high and must be attended at all times. For portable signs, see General Use Policy xxx.

Any other types of display, or those larger than noted here, must be approved by the Director of SOLE or their designee or Events Office. Approval will be given or denied only on a content-neutral basis.

When made aware of violations of the provision above, a University Designated Official may remove posters, signs, or other similar displays on University Property.

b. Tables on East Bruin Walk

The existing tables on East Bruin Walk can be utilized on a first-come basis except when a Designated University Official reserves a few tables for the purpose of maintaining access for Registered Campus Organizations. Due to the limited space available on East Bruin Walk, table usage will be limited to one table per organization.

When using a table on East Bruin Walk, the display area is limited to the table and the area immediately behind it. Displays on East Bruin Walk must be staffed at all times. The name of the sponsoring organization must be visible at the table.

**B. Demonstration Activities outside the Areas for Public Expression**

Demonstrations are not permitted inside buildings. Prior approval from the Events Office for demonstration activities that are unrelated to an Organized/Major Event and that are outside the Areas for Public Expression is required. On rare occasions when prior approval cannot be obtained prior to the demonstration activity, Designated University Officials based on the Safety and Security Criteria and/or the Interference Criteria may designate a location/area that is proximate to the desired location.

For demonstration activities associated with an Organized Event, see UCLA Policy XXX: Organized Events.

Regardless of where the demonstration activity is located, individuals and groups must follow all campus regulations and related Use Policies and may not impede or disrupt foot and/or vehicular traffic. Obstructing, disrupting, or otherwise interfering with the instructional, research, or administrative operations of the University, or any other person having lawful business with the University is not permissible. Reasonable access to and exit from classrooms, laboratories, offices and buildings must be provided at all times.

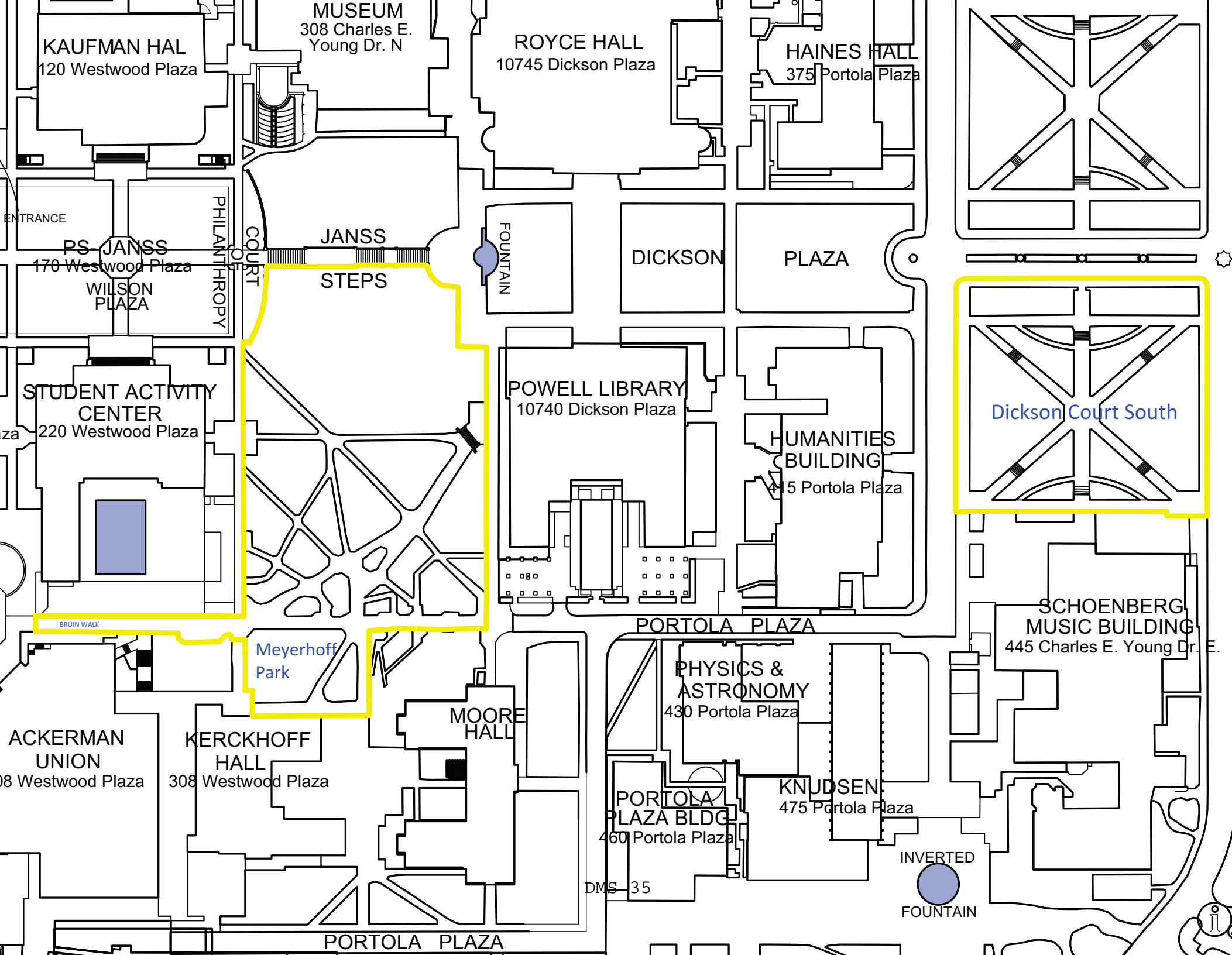
Carrying posters, signs, banners or other similar displays must be in accordance with UCLA Policy XXX, General Use of University Property.

**V. REFERENCES**

1. UCLA Policy XXX: General Use of University Property
2. UCLA Policy XXX: Organized Events
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. [UC APM-010: Academic Freedom](#)

## **VI. ATTACHMENTS**

### **A. Map of Areas for Public Expression**



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## **UCLA Policy XXX: Organized 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 Regulations on Activities, Registered Organizations,  
and Use of Properties and UCLA Policy 860

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

### **II. DEFINITIONS**

### **III. POLICY STATEMENT**

### **IV. PROCEDURES**

### **V. REFERENCES**

### **I. PURPOSE AND SCOPE**

University Property is operated to meet the University's teaching, research, and public service mission. In conjunction with related University of California ("University") and campus Use Policies, as outlined in UCLA Policy XXX: General Use of University Property, this Policy sets forth the conditions under which University and Non-Affiliate individuals and groups may utilize University Property for Organized 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 Grounds of the University of California ("Regulations"), see Section V. References.

### **II. DEFINITIONS**

For the purposes of this Policy:

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

### **III. POLICY STATEMENT**

Organized 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 and UCLA Procedure 860.2. Events that constitute a Major Event must also be organized in compliance with UCLA 862: Major 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.

Organized 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 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 abide by 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.

**A. Campus Venue Scheduling and Policies**

In addition to this Policy and related Use Policies, as outlined UCLA Policy XXX, General Use of University Property, an Event Organizer must comply with the specific requirements and scheduling procedures of the Campus Venue Scheduler that may host the Organized Event. The policies and scheduling procedures for each specific Campus Venue Scheduler may vary.

No reservations may be finalized until arrangements have been approved in accordance with this Policy. Permission to use University Property is not to be construed as endorsement by the University.

**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. No Organized Event may occur without EOL Registration.

All requests must be submitted through EOL Registration for appropriate review and approval at a minimum of ten (10) working days prior to the execution or administration of any Organized 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 the ten (10) working days will be subject to denial and/or cancellation. Exceptions to the minimum of ten (10) working days will be considered by SOLE and/or the Events Office for Registered Campus Organizations and University Unit Event Organizers only in the following circumstances:

- RCO or University Unit Event Organizers are unable to confirm the availability of a speaker/performer or meet the availability of the speaker/performer within the minimum timeframe
- RCO or University Unit Event Organizers request an Organized Event and the nature of the event is time sensitive such that it could not take place 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 Organized Event that may need to be completed prior to approval.

If aspects of an approved Organized Event change or had not been disclosed by the Event Organizer at the time of approval, UCLA reserves the right to deem the Organized Event as a Major Event, subject to UCLA Policy 862 (to the extent that policy applies) and/or other applicable University or campus policies.

**C. Contracted Services**

UCLA retains first right of refusal for all contracted services, goods, and/or equipment to facilitate the use of any University Property. All services, goods and/or equipment required for such use must coordinate and execute all such services, goods, and/or equipment with Campus Venue Scheduler policies.

**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, Risk Services, 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.

**E. Outdoor Sound Amplification**

Except as provided in UCLA Policy XXX Public Expression Activities, all Organized Events utilizing sound amplification systems must obtain specific approval for such amplification in advance from the Events Office for non-Student Organized Events or SOLE for Student Organized Events. All sound amplification systems and sound levels must comply with UCLA Policy XXX General Use of University Property.

#### **F. Costs**

All Event Organizers will be charged (1) event production fees, which includes 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. See UCLA Policy 862 for security costs associated with speech related demonstrations or demonstrations related to an event.

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 Organized Event that fails to pay necessary fees. If payment cannot be made for all applicable fees prior to the Organized Event date, payment arrangements must be made in advance with the appropriate Campus Venue Scheduler.

#### **G. Advance Ticketing**

Advance ticketing for all Organized Events where tickets will be sold to attendees, must be conducted by utilizing the UCLA Central Ticket Office (CTO). Advance ticketing for all Organized Events, where tickets are complimentary to attendees, must be coordinated through the CTO or an online vendor approved by the CTO. Contact the Venue Scheduler or UCLA Central Ticketing (CTO) at 310-825-2101 or [cto@tickets.ucla.edu](mailto:cto@tickets.ucla.edu).

#### **H. Appeal Process for Denial of Use of Property**

If an Event Organizer feels that the denial of a property use request violates University or campus policies, the Event Organizer may submit an appeal for final determination.

An Event Organizer may submit an appeal to the appropriate appeals officer, as outlined below, within two (2) business days of the notification of denial or cancellation of property use. The appeals officer will respond to the appeal within three (3) business days following the receipt of the appeal.

- Registered Campus Organization and other student related events, submit appeals to the Vice Chancellor of Student Affairs or designee
- University Units, Support Groups, and Non-Affiliates, submit appeals to the Administrative Vice Chancellor or designee.

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

#### **I. Termination of Organized Event**

If during an Organized 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 a 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.

#### **J. Demonstration Activities Connected to an Organized Event**

During the process of coordinating an Organized Event, the University is made aware of any actual or suspected planned demonstrations that could disrupt the event, the event will be deemed a Major Event and subject to UCLA Policy 862, Major Events.

If during the Organized Event, demonstration activities occur, a Designated University Official may, based on the Safety and Security Criteria and/or the Interference Criteria, designate a location/area that is proximate to the Organized Event.

For demonstration activities not connected to an Organized Event, see Policy XXX Public Expression Activities.

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

Prior to any Organized Event, any Event Organizer or Senior Administrator affiliated with an Organized Event and/or who becomes aware of a possible demonstration likely to occur at the Organized 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 is critical as it enables the AVC to proactively coordinate and communicate with potential demonstrators 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 Organized Events is subject to availability on a first-come first-serve basis, and in the event when there is more than one event request, priority for the use of University Property will be given first to academic and administrative departments and second to Registered Campus Organizations of UCLA. All proposed Organized Events will be reviewed and approved in a viewpoint-neutral manner, provided however that Organized Events in Areas for Public Expression will be approved both in a viewpoint and content-neutral manner

All Event Organizers must follow the procedures below to request and host an Organized Event that does not constitute as a Major Event, see UCLA Policy 862 to request a Major Event.

#### **1. University Units Requesting an Organized Event**

The following steps are for University Units to request an Organized Event:

- a. Event Organizer will undertake best efforts to contact Campus Venue Scheduler at a minimum of fifteen (15) working days to reserve location. Reserving a campus venue does not guarantee or automatically approve the location or Organized Event. The requested Organized Event and location is subject to review and approval as outlined below.
- b. If tickets are to be sold, contact the Central Ticket Office (CTO) at least fifteen (15) working days prior to the Organized Event.
- c. The Campus Venue Scheduler will determine whether the event may trigger the Major Events Policy. In determining whether the event is a Major Event, the Campus Venue Scheduler will consider the Interference Criteria. If considered a Major Event, the Campus Venue Scheduler will contact the Events Office.
  - If the Organized Event is deemed a Major Event, the Event Organizer must follow the requirements as outlined in UCLA Policy 862 and notify the Events Office.
  - If the Organized Event is not a Major Event, the Event Organizer will continue to follow the procedures in this Policy.
- d. The Event Organizer is required to advise the Campus Venue Scheduler and the Event’s Office of information concerning any known or suspected planned demonstration or other potentially disruptive activity that might occur during the event.
- e. Fill out and submit EOL Registration form that will be sent by the Campus Venue Scheduler, who initiates the EOL Registration.
- f. 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.



- g. The EOL Registration will send the request to the department head or designee of the University Unit requesting the Organized Event for final approval.

Note: By approving the Organized Event the department head has accepted the responsibility of University Guarantor for the Organized Event.

- h. The EOL Registration will send the University Unit (Event Organizer) notification of approval.

## 2. Registered Campus Organizations (RCO) Requesting an Organized Event

RCO weekly meetings are generally not an Organized or Major Event, see Policy XXX Registered Campus Organizations. However, if the presence of a third-party speaker or guest is reasonably likely to result in a demonstration or substantial disruption to campus activities, this may trigger a Major Event subject to Policy 862. For questions and guidance, contact the RCO SOLE Advisor.

The following steps are for RCOs to request an Organized 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 demonstration or other potentially disruptive activity that might occur during the event.
- b. The SOLE advisor and/or Campus Venue Scheduler will determine whether or not the Organized Event will trigger the Major Events Policy. In determining whether the event is a Major Event, the SOLE advisor and/or Campus Venue Scheduler will consider the Interference Criteria. If considered a Major Event, the SOLE Advisor and/or Campus Venue Scheduler will contact the Events Office.
  - If the Organized Event is deemed a Major Event, the Authorized Representative of the RCO must follow the requirements as outlined in UCLA Policy 862.
  - If the Organized Event is not a Major Event, the Authorized Representative of the RCO will continue to follow the procedures in this Policy.
- c. If tickets are to be sold, contact the Central Ticket Office (CTO) at least fifteen (15) working days prior to the Organized Event, preferably twenty (20) working days.
- d. Contact Campus Venue Scheduler at a minimum of ten (10) working days to reserve location. Reserving a campus venue does not guarantee or automatically approve the location or Organized Event. The requested Organized Event and location is subject to review and approval as outlined below.
- e. The RCO Authorized Representative will fill out and submit the EOL Registration form that will be sent by the Campus Venue Scheduler, who initiates the EOL Registration.
- f. 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.
- g. The EOL Registration will send the request to your SOLE advisor for final approval.

Note: The RCO requesting the Organized Event accepts full responsibility for the Organized Event. The EOL Registration will send the Authorized Representative notification of approval.

## 3. Organized Event Requests by Non-Affiliates

Non-Affiliates must have a University Guarantor to schedule an Organized Event on University Property. A guaranty may be approved in one of the following ways:

a. Departmental Guaranty

A University Unit or Authorized Student Government, may guaranty an Organized Event proposed by a non-University group (Institution) when the group or event has a direct programmatic relationship to the purposes of the guarantying University Unit. Such a guaranty may be given or refused only on a viewpoint-neutral basis, provided however that a guaranty for an Organized Event in an Area for Public Expression will be given or refused both on a viewpoint and content- neutral basis.

b. Institutional Guaranty

An Organized Event proposed by a non-University group that has no direct programmatic relationship to a University Unit may be guaranteed by the University as an institution. Such communication will be submitted to the Events Office and subject to review by the Administrative Vice Chancellor, which will make a recommendation to the Chancellor or designee, who may grant an Institutional Guaranty. Such a guaranty may be given or refused only on a viewpoint-neutral basis, provided however that a guaranty for an Organized Event in an Area for Public Expression will be given or refused both on a viewpoint and content- neutral basis.

c. Off-Campus Event Guaranty

Organized Events for which there will be a general appeal to an off-campus audience, including events involving off-campus publicity, promotion, ticketing, or media coverage or which are organized, produced, or funded by an off-campus entity, must have an Institutional Guaranty as defined above, or may be authorized only by one of the following University Units, who will act as the University Guarantor:

- UCLA Events Office
- UCLA Live/Art of Performance
- UCLA Performing Arts
- UCLA Housing and Hospitality Services
- UCLA Department of Intercollegiate Athletics
- UCLA Student Affairs
- UCLA Extension (UNEX)
- UCLA External Affairs
- ASUCLA Services & Enterprises
- UCLA School of the Arts & Architecture
- UCLA School of Theater, Film & Television
- UCLA Herb Alpert School of Music
- UCLA Anderson School of Management
- UCLA Luskin School of Public Affairs
- UCLA Luskin Conference Center
- UCLA College of Letters and Science

Any such guaranty may be given or refused only on a viewpoint-neutral basis, provided however that a guaranty for an Organized Event in an Area for Public Expression will be given or refused both on a viewpoint and content-neutral basis.

Once the University Guarantor has been established, the following steps are for Non-Affiliates to request an Organized Event:

1. If tickets are to be sold, contact the Central Ticket Office (CTO) at least fifteen (15) working days prior to the Organized Event, preferably twenty (20) working days.
2. Contact Campus Venue Scheduler at a minimum of ten (10) working days to reserve location. Reserving a campus venue does not guarantee or automatically approve the location or Organized Event. The requested Organized Event and location is subject to review and approval as outlined below.
3. The Campus Venue Scheduler will confirm the University Guarantor and determine whether or not the event may trigger the Major Events Policy. In determining whether the event is a Major Event, the Campus Venue Scheduler will consider the Interference Criteria. If considered a Major Event, the Campus Venue Scheduler will contact the Events Office.
  - If the Organized Event is deemed a Major Event, the Event Organizer must follow the requirements as outlined in UCLA Policy 862 and notify the Events Office.
  - If the Organized Event is not a Major Event, the Event Organizer will continue to follow the procedures in this Policy.
4. The Event Organizer is required to advise the Campus Venue Scheduler of information and the Events Office concerning any known or suspected planned demonstration or other potentially disruptive activity that might occur during the event.
5. The University Guarantor will fill out and submit the EOL Registration form sent by the Campus Venue Scheduler, who initiates the EOL Registration.
6. 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.
7. The EOL Registration will send the request to the University Guarantor for final approval.
8. The University Guarantor will notify the Non-Affiliate (Event Organizer) of the approval.

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

## V. 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 106: Visiting Dignitaries](#)
5. [UCLA Policy 860.2: Security Arrangements for Special Visitors](#)
6. [UCLA Policy 850.1: Placement of Temporary Structure on UCLA Campus](#)
7. [Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California](#)
8. [UC PACAOS 30: Policy on Speech and Advocacy](#)
9. [UC PACAOS 40: Policy on Use of University Properties](#)
10. [Robinson-Edley Report on Response to Protests on UC Campuses.](#)

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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**
- II. DEFINITIONS**
- III. POLICY STATEMENT**
- IV. PROCEDURES**
- V. REFERENCES**
- VI. ATTACHMENTS**

### **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**

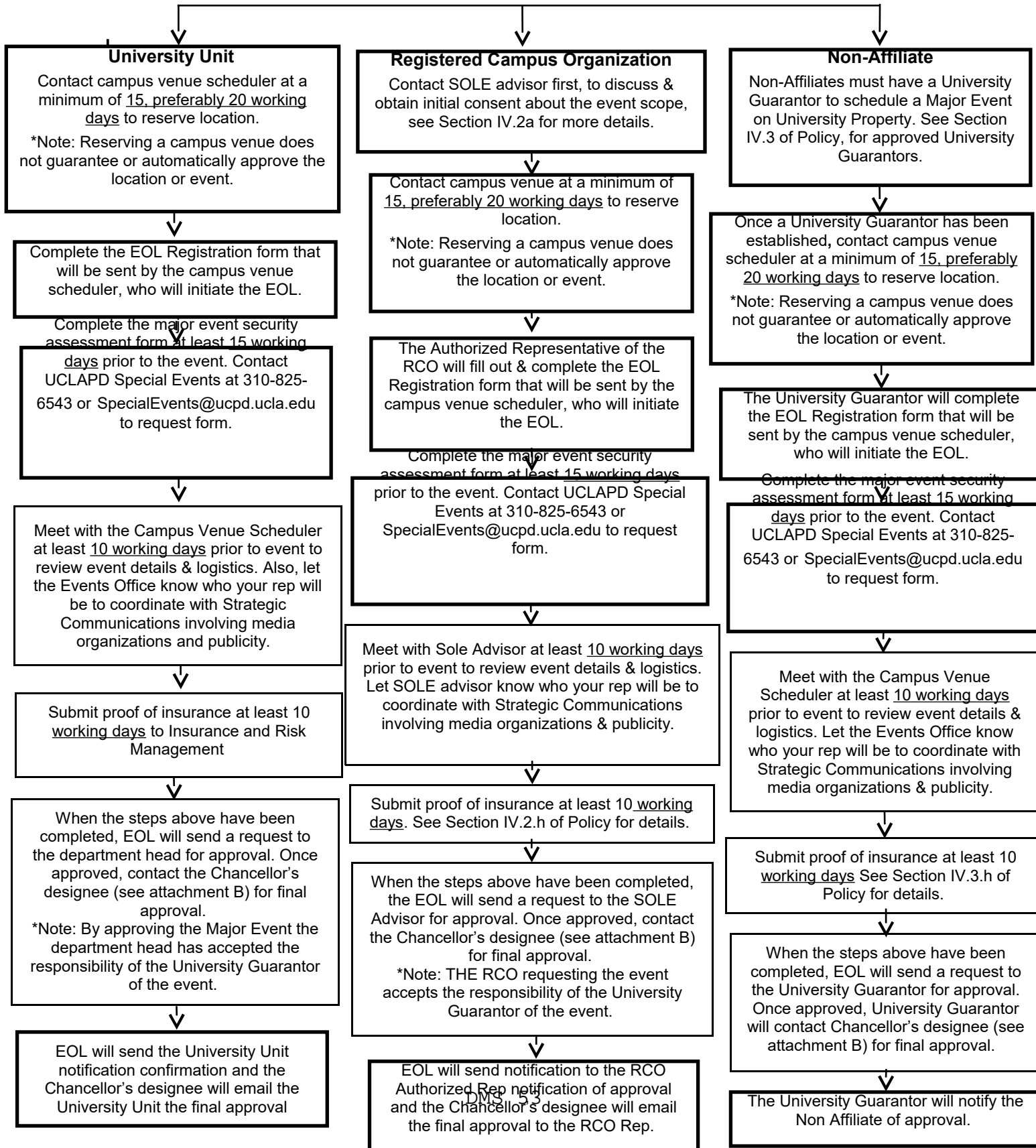
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**Administrative Vice Chancellor**

### 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.