

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

## **POLICY CONCERNING USE OF THE LAW SCHOOL FACILITIES**

1. No alcoholic beverages may be brought or used on campus. Smoking is not permitted inside any portion of the Odell McConnell Law Center. No furniture or equipment belonging to the School of Law may be moved, and nothing may be tacked and/or fastened to any portion of the building, interior or exterior, without first receiving written permission from the Dean's Office. The group using the facility has full responsibility for any and all damage resulting from its use of the building, and agrees to pay for repair and/or replacement of facilities, carpet, furnishings, equipment, etc.
2. A need for anything other than the normally occurring set up for the area involved requires that the user submit detailed work orders to the appropriate University offices. The School of Law must approve any work order before it is processed. While the School of Law will notify Public Safety regarding building access, users will accept responsibility for follow up with Facilities Management & Planning (FM&P) regarding air conditioning/heating working on the day of event.
3. The designated contact with the School of Law must be kept informed as to all relevant matters as they develop.
4. The user must arrange to provide necessary transportation, greeting guests upon arrival, directional signs, and parking. Due to limited space, the School of Law does not provide parking in the faculty/staff parking lot during normal business hours. The School of Law faculty/staff parking lot may be available on weekends when law school events are not scheduled.
5. The person signing as the applicant agrees to take personal responsibility for enforcement of the Law School's use policies, as stated herein, including that of keeping the designated responsible University employees present during the entire period of the event.
6. If the request is approved, the event will be scheduled for the appropriate portion of the facility. The School reserves the right to modify arrangements after original approval, should circumstances warrant.

### **Conditions of Approval**

1. Request and provide documentation to the Law School for housekeeping scheduled for the day of the event. Housekeeping will be paid by your department and/or by the individual assuming personal responsibility of the event.
2. Provide documentation to the Law School for all FM&P requests scheduled for the event.
3. Participants must park in Parking Lot F, unless you have made other parking and transportation arrangements, and they have been approved by the law school.
4. The Los Angeles County Fire Department has defined the road around the Law School as a fire lane. No vehicles or event materials can be placed within 25 feet from the railing on either the South (facing the ocean) or West (facing the residential housing lot) ends of the building. The fire department needs the area clear in order to effectively operate a ladder fire truck. People may gather in this area, but tables, chairs, tents, etc., cannot be set up.

**Applicant:**

(Individual assuming personal responsibility for enforcement of the policies enumerated above)

\_\_\_\_\_  
Print

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**School of Law Authorization:**

\_\_\_\_\_  
Print

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date