

# GENERAL PROVISIONS FOR USE OF THE CONFERENCE CENTER BY NON-UNIVERSITY GROUPS

Non-University of California groups and organizations requesting to use the Conference Center must obtain approval indicating that the purpose of the group and the nature of the proposed conference or function are consistent with the educational purposes and objectives of the University.

The Center shall be used only in accordance with Federal, State, and local laws and shall not be used for the purpose of organizing or carrying out unlawful activities. Reservations are subject to all applicable University policies.

All persons at the Conference Center are required to abide by University policies. Violations of such policies may subject a person to possible University sanctions as well as legal penalties.

A request for use of the Conference Center shall be denied if the request is not in accordance with these guidelines or if circumstances are such that the event will present danger to the orderly operation of the Center.

Organizations within the University, including Alumni, shall take precedence over Non-University of California users in the use of the Center.

Use of the Conference Center shall not be granted for fund-raising purposes without prior permission from the President of the University of California or his designee.

Security, performance, and/or liability bonds may be required. Depending upon the nature of the proposed event, the user may be required to provide public liability and other insurance, naming the Regents as additionally insured.

Any written or other material used for promotional purposes or any conference proceeding (written or taped) must include a prominent statement that the views expressed at the conference are not supported or endorsed by the University of California. The University of California reserves the right to cancel a reservation in the event of unusual circumstances.

## APPLICATION FOR USE BY NON-UNIVERSITY GROUPS

Non-University of California groups and organizations requesting to use the Center must obtain University approval. The purpose of the group and the nature of the proposed conference must be consistent with the educational purposes and objectives of the University, and be beneficial to it. To help us make this determination, please provide the following information:

Purpose of the Applicant *Organization or Agency* \_\_\_\_\_

Establish the educational purpose of the meeting. What is the proposed program and what topics will be presented? Who is teaching *what to whom*?

Name, Address and Telephone Number of Previous Conference Locations and Dates Held:

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

(typed or printed)

\_\_\_\_\_  
Phone



University of California Approval

\_\_\_\_\_  
Date

SEPARATE AND RETURN THIS SHEET WITH DEPOSIT BY DATE SPECIFIED



## UCLA CONFERENCE CENTER INFORMATION FOR CONFERENCE ORGANIZERS

### ***Educational Use Policy***

The UCLA Conference Center is available to both University and Non-University groups. Non-University groups must complete the Application for Use by Non-University Groups, establishing the purpose of the meeting. University approval is required.

### ***Reservations and Advance Booking Deposits***

Space is not officially reserved until receipt by the Center of the Advance Booking Deposit in the amount of the first night's per person stay. The amount of the Advance Booking Deposit is deducted from the final conference bill. University of California conferences may submit a department recharge number to be billed after July 1st preceding the check-in day. There is a ten-person minimum per night to reserve conference facilities. *Group arrivals and departures are not scheduled for Saturdays; a two-night minimum guarantee is required on weekends.*

### ***Daily Rates***

The Center operates on the Complete Conference Plan, which includes lodging and three meals as well as meeting rooms, audio/visual equipment, coffee breaks, social and recreational facilities, maid service, and parking. The rate is quoted on the Conference Reservation Agreement unless your conference is scheduled for future fiscal years (after July 1st), in which case, the rate then in effect during your conference will prevail.

### ***Cancellations/Reductions***

There is no deposit forfeiture for cancellations received more than 120 days prior to check-in. The first night's per person stay deposit is forfeited for all cancellations or reductions received between 120 days and 30 days prior to conference check-in. Full conference fees, including the deposit, are charged for any cancellation or reduction received during the final 30 days prior to check in. To facilitate room assignments, you are required to submit an Attendance Guarantee and roommate list to the Conference Center 30 days prior to the conference check-in date. The list constitutes the minimum number of guaranteed occupancies for which you will be billed. If not submitted 30 days prior to the conference check-in date, the original reservation number becomes the guarantee number. Final occupancy billing is based on the 30 day advance guarantee, or actual attendance (whichever is greater), with no credit for "no shows," late arrivals, early departure, or meals not eaten.

### ***Audio/Visual Equipment***

The following audio/visual equipment is available at no charge: overhead, slide, and video/computer projectors; podiums and microphones; easels; whiteboards; laser pointers; VCR's with monitors; and portable assistive listening systems. Use must be arranged one month in advance.

### ***Arrival/Departure Times***

Check-in time is 4:00 p.m. While your conference day does not end until 1:00 p.m. after lunch on the day of departure, check-out time from our guest rooms is 12:00 noon. Special arrangements for earlier or later access or usage of meeting rooms may be requested at the time of booking with the conference coordinator and is billed based on a per-person charge of the total number of guaranteed attendees for your conference. Early arrival or late departure is granted solely by the Conference Center based on availability.

### ***Meeting Rooms***

Meeting rooms vary in size and location. We have four large meeting rooms, four medium meeting rooms, and up to ten smaller breakout rooms. Conference Center management assigns these facilities based on the needs of each conference. Since there is usually more than one group present at the same time, we schedule meeting rooms based on group size, maximum convenience, and wheelchair accessibility. Conference rooms, tables, and chairs are set up to your specification at no charge. *Such arrangements must be made with the Conference Center Coordinator one month prior to the conference check-in date.*

### ***Social Rooms***

The UCLA Conference Center, as a state agency, cannot sell or provide alcoholic beverages. We do, however, allow you to bring your own social beverages (alcoholic and/or non-alcoholic). Bottles and cans only please, no kegs. At your request, we will provide a complimentary social room and set-up (ice and glasses) before or after dinner. We will also provide wine glasses at dinner, upon request.

### ***Tax and Tipping***

State sales tax will be added to the food portion of the conference bill. Individual tipping is not required at the Center. Group tips, although not required or expected, are permitted and will be accepted at the Front Desk. When received, they are divided equally among all non-management staff who have worked during the conference.

(over)

### ***Guest Room Accommodations***

Our guest rooms vary in size and type and are assigned to conferences by management of the Center based on a variety of factors. Normal occupancy is two persons to each room; most rooms have two baths. Space permitting, single occupancy accommodations are available for an extra charge, when requested. Please include instructions regarding roommates, priority room requirements (VIP's and guests requiring wheelchair accessibility), and dietary restrictions.

### ***Main Lodge Hours***

The Main Lodge is open from 6:00 a.m. to midnight; the Front Desk opens at 7:00 a.m. There is a fresh fruit bowl in the lobby at 9:00 p.m. each night, and vending machines are available for snacks and sodas.

### ***Meals***

Meals are served in our three dining rooms on this schedule: Breakfast Buffet – 8:00-8:30 a.m. Lunch – 12:00 Noon. Dinner – 6:30 p.m. Inform the Conference Center Coordinator in advance of any dietary restrictions. Meetings are not held in dining rooms.

### ***Supplementary Services***

The Center can provide snacks and hot or cold hors d'oeuvres for a modest charge. *Please make arrangements one month in advance with the Conference Center Coordinator via the Arrangements Form. It is the policy of the Conference Center that groups may not bring their own food for meals, meetings, or social hours.*

### ***Payment***

One master bill is prepared for each conference. Full payment is due within 30 days after the conference concludes. Accounts not paid in full within 30 days following the conference will incur an additional 1.5% per month late payment finance fee.

### ***Conference Enhancements***

UCLA Conference Center is home to a world-class ropes course with professional instructors. For the ultimate in team-building experience, our ropes course features low activities that all guest will feel comfortable with, graduating to high activities that will challenge your participants to reach their maximum potential. Ask your conference coordinator for additional information.

### ***Smoke-Free Environment***

Pursuant to state law, we have adopted a smoke-free policy in all buildings including guest rooms, meeting, social, and dining rooms. There is a \$100.00 fee added to the conference bill for the cleaning and rehabilitation of any room where smoking has occurred.

### ***Recreational Facilities***

Although emphasis is on serious conferencing at the Center,

recreational facilities are available. Our facilities include a heated swimming pool (mid-May through mid-October); a softball field; fitness trail; two indoor spas; four tennis courts; putting green; volleyball; shuffleboard; badminton; horseshoe pits; basketball; and table tennis. Equipment is available for activities. An assortment of parlor games is also available.

### ***How to Dress***

Dress at the Center is informal. Comfortable walking shoes are recommended. Guest should be prepared for a wide range of temperatures in the mountains. Sweaters or light jackets are usually needed for spring and fall evenings. Warm coats and snow boots are recommended during the winter season. Sweatshirts are available for purchase at the Front Desk, if someone forgets warm clothing.

### ***Families***

Non-participating spouses are welcome with approval of the conference organizer. Special rates apply; please inquire. Due to the serious nature of our conferences, it is essential that we provide a quiet atmosphere free from interruptions. Therefore, the Center cannot be scheduled for "Family Retreats." Meeting rooms are not available for use as child-care rooms or for children's activities.

### ***Damage***

We cannot be responsible for lost or stolen articles, and there will be a charge for any damage to facilities or items missing from our guest rooms. There is an \$8.00 fee added to the conference bill for each room key not returned at check-out time.

### ***Accessibility for Disabled Persons***

Persons with disabilities will find the facilities quite accessible. Staff are willing and trained to provide assistance in those cases where access is not easily gained. We rely on the conference organizer to advise us at least 30 days in advance of the details concerning all guests with disabilities who will be attending.

### ***Additional Provisions***

Please do not bring pets to the Center; they are not allowed on the grounds. No camping is allowed on the grounds at any time. Guests use the Center only by permission of the University of California. Failure to observe rules, or irresponsible or unacceptable behavior, may be grounds to withdraw that permission.

