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## **UCLA Policy 850: General Use of UCLA Property**

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Issuing Officer: Administrative Vice Chancellor

Responsible Department: Administrative Vice Chancellor's Office

Effective Date: September 19, 2025

Supersedes: UCLA Interim Policy 850, dated 9/4/2024

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

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

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

1. [UCLA Policy 852: Public Expression Activities](#)
2. [UCLA Policy 860: Organized Events](#)
3. [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 \(“Regulations”\)](#). For sections in the Regulations that require prior approval by a Designated University Official who is not designated in this Policy, contact the UCLA Events Office.

Individuals on UCLA Property or in attendance at an Official University Function or Organized/Major 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.

This Policy applies to all Employees, except insofar as their applicable [collective bargaining agreement](#) or the Higher Education Employer-Employee Relations Act (HEERA) requires otherwise.

## II. DEFINITIONS

For purposes of this Policy:

See Attachment A.

Defined terms are capitalized throughout this Policy.

## III. POLICY STATEMENT

For the benefit of all individuals on UCLA Property, Students, Employees, and Non-Affiliates are expected to 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, that person may also be subject to discipline in accordance with University and UCLA policies and any relevant collective bargaining agreements.

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 UCLA policies are in force on UCLA Property and policies may be enforced by Designated University Officials and laws may be enforced by law enforcement agencies.

## IV. GENERAL USE OF UCLA PROPERTY

### **A. Prohibited Uses/Conduct on UCLA Property**

Individuals on UCLA Property may *not*:

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 or another individual's ability to participate in their educational program on UCLA Property;
3. delay or linger without lawful purpose for being on UCLA Property and for the purpose of committing a crime or violation of these policies or laws;
4. engage in the production of amplified or non-amplified sound that Disrupts campus activities or operations as provided in section IV.C.7 of this Policy;
5. erect any Temporary Structure or encampment on UCLA Property, except in accordance with [UCLA Procedure 850.1](#);
6. Camp overnight (between the hours of midnight and 6am), except as part of an Official University Function, Organized or Major Event and in compliance with the rules of that official function or event;
7. engage in abusive, threatening, harassing, or intimidating conduct, as defined in [UC Policy Abusive Conduct in the Workplace](#), [UC Anti-Discrimination Policy](#), and [UC Sexual Violence and Sexual Harassment Policy](#);
8. exhibit disorderly or lewd conduct as defined by law;
9. urinate or defecate in any place on UCLA Property other than a designated restroom or other facility designated for the sanitary disposal of human waste;
10. participate in a disturbance of the peace or unlawful assembly;
11. use, possess, sell, or manufacture narcotics or illegal drugs;
12. use, sell, advertise, promote or distribute marijuana or tobacco on UCLA Property (see [UCLA Policy 810](#) for additional restrictions and research exceptions);
13. use or possess any prohibited weapons or incendiary or destructive devices (see [UCLA Policy 131](#));

14. provide alcohol to anyone under the age of 21;
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 damage, destruction, theft or misuse of UCLA Property or equipment;
19. conceal one's identity or refuse to provide identification for the purpose of evading discovery, recognition, or identification when violating University or UCLA policies or applicable laws, whereas wearing masks or face coverings is permissible for all persons complying with University or UCLA policies and applicable 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, project, or display (except as provided for in this Policy and in [UCLA Policy 852](#)) any sign, poster, banner, flag, or similar display, paint, chalk or ink messages or visual images to the outside of UCLA Property buildings and structures, including but not limited to the following: walls, windows, floors or other surfaces of UCLA Property buildings or structures, streets, walkways, utility poles, construction fences, trees or shrubbery. See section IV.C.3&5 for permitted uses; and
22. place, affix, apply, project or display (except as provided for in this Policy and in [UCLA Policy 852](#)) any sign, poster, banner, flag, or similar display, paint, chalk or ink messages or visual images inside UCLA Property buildings and structures where such displays are clearly visible to the outside. For other areas inside UCLA Property buildings and structures, see section IV.C.3&5 for permitted uses.

### **B. Required Identification**

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

### **C. Limited Uses of UCLA Property**

The following uses of UCLA 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 UCLA Property are closed to all activities except coming and going to/from a University building, crossing the campus, or as part of an Official University Function, Organized or Major Event.

#### **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. UCLA Infant to Grade 12 Schools/Centers**

UCLA Infant to Grade 12 Schools and Centers, which include the UCLA Infant Development Program, Early Childcare Centers at University Village, Krieger and Fernald; UCLA Lab School; and Geffen Academy are not generally accessible to the University community or general public and are restricted to School/Center students and their guardians, School/Center guests and invitees, and those permitted

access pursuant to applicable School/Center policies or with permission from the Principal or Director of such School/Centers.

**c. University Club**

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

**d. Luskin Conference Center/Inn at UCLA**

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

**e. Facilities/Areas for Instructional and Non-Instructional Use**

Not all UCLA Property is available for reservation or request for non-instructional purposes and 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/Major Events in these areas may be held only in accordance with [UCLA Policy 860](#) or [UCLA Policy 862](#). When Organized/Major Events are held in these areas, they are considered “limited Public Fora.”

The Office of the Registrar is responsible for the scheduling of general classroom assignment facilities, see [UCLA Policy 870](#). Organized/Major Events in these areas may be held only in accordance with [UCLA Policy 860](#) or [UCLA Policy 862](#). When Organized/Major Events are held in these areas, they are considered “limited Public Fora.”

Priority for the use of UCLA Property will be given to University Units and Registered Campus Organizations.

**f. On-Campus Housing Community**

On-Campus Housing Community is governed by all applicable University and UCLA policies and will additionally be subject to specific regulations as established by [Residential Life](#).

**g. Areas for Public Expression Activities**

The majority of outdoor areas on UCLA Property may be used for Public Expression Activities, some of which will require approval and other areas which will not require approval. See [UCLA Policy 852](#) for more info.

**h. UCLA Health Facilities**

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

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

Posting, displaying, or distributing any material or literature in the On-Campus Housing Community, the UCLA Health System, or in a non-designated or Designated Areas for Public Expression, must be in accord with this Policy, [UCLA Policy 852](#), and the specific regulations applicable to those areas. See [ResLife Regulations](#) and [UCLA Health System Policies](#).

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

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

- i. In accordance with Section IV.A.21 & 22 above.

- ii. Individuals and groups may post literature, signs, or announcements on interior digital and interior non-digital displays operated by University Units in accordance with the University Unit's regulations concerning such boards. Such regulations must be viewpoint neutral and applied only on a viewpoint-neutral basis. Where University Units do not have such regulations, postings must be approved by the University Unit in a viewpoint-neutral basis and consistent with this Policy and related University and UCLA policies.
- iii. To maintain a uniform standard of aesthetics for UCLA Property, the UCLA Campus Architect must approve all exterior building digital or non-digital signs or displays whether semi-permanent or permanent including outdoor facing digital or non-digital displays or signs, not associated with an Organized/Major Event. Approval must be given or refused only on a viewpoint-neutral basis.
- iv. Instructors may post communications related to their academic programs that is not protected by the Family Educational Rights and Privacy Act (FERPA) on the exterior of the door of their assigned space.
- v. Employees may post or display on the interior of their assigned space provided that such expressions are in accordance with University and UCLA policies and laws.
- vi. Individuals and groups may place posters, signs, banners, or other similar displays (including sign boards and directional event signs), or literature advertising an Organized/Major Event or Official University Function only in locations authorized by the appropriate [campus venue](#) and/or the UCLA Events Office. See [UCLA Policy 860](#) or [UCLA Policy 862](#). All items must also be removed promptly following the event.
  - Posters, signs, banners or other similar displays, including signboards and literature announcing any Official University Function or Organized/Major 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 signboards and literature advertising any Official University Function or Organized/Major 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.
- vii. Registered Campus Organizations (RCOs) and Authorized Student Governments may have signboards (self-standing A-frames) on UCLA Property not related to an Organized/Major Event as long as doing so complies with UCLA Procedure on Signboards on UCLA Property.
- viii. University Units and University Club must obtain form and location approval from UCLA Events Office to have signboards (self-standing A-frames) on UCLA Property not related to an Organized/Major Event.
- ix. ASUCLA may post and display posters, signs, banners, (not related to an Organized/Major Event), and other similar displays inside ASUCLA-Operated Properties in accordance with this Policy, and outdoor digital and non-digital displays, posters, signs, and banners in accordance with Section IV.C.3.a of this Policy and UCLA Procedure on Signboards on UCLA Property.
- x. 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.

- xi. In accordance with [ASUCLA banner guidelines](#), RCOs, Authorized Student Governments, and University Units may request to reserve the following banner locations through ASUCLA Events Services:
  - a. the banner space that spans between the UCLA Store and the Student Activity Center at the beginning of East Bruin Walk, and
  - b. 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.
- xii. UCLA Strategic Communications controls the banner spaces along the street and walkway light poles within UCLA Property and will control the displays and messages on those spaces in its sole discretion.

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

Except as provided in this Policy and [UCLA Policy 852](#), 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 UCLA Property.

Posters, signs, banners, flags, and other similar displays are permitted where they comply with the material and handle restrictions [Section 100014 of the Regulations](#) and [Los Angeles Municipal Code Section 55.07](#), and do not block pedestrian or vehicular access or pose a safety concern.

#### **c. Distribution of Non-Commercial Literature**

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

##### i. On Designated and Non-Designated Areas for Public Expression

Individuals may distribute Non-Commercial Literature in Designated Areas for Public Expression without approval (see [UCLA Policy 852](#), Attachment A: Map), and with approval; in areas that are not designated for Public Expression Activities (see [UCLA Policy 852](#)) provided that:

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

Tables or similar structures to facilitate distribution of non-commercial literature require prior approval by the UCLA Events Office 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 and viewpoint-neutral basis.

##### ii. Inside Buildings and Programs on UCLA Property

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

- a. Distribution must comply with the restrictions stated in Section IV.C.3 of this Policy; and
- b. literature may be distributed in rooms or areas reserved for meetings or programs only by the RCO, Authorized Student Government, University Unit, or Support Group, who has reserved the room or area, except as otherwise permitted under collective bargaining agreement or HEERA.

Nothing in this section is intended to restrict instructors from distributing course materials or hinder academic freedom within their assigned courses.

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

#### 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 one of the following:

- a. SOLE for activities organized by an RCO and Authorized Student Government;
- b. UCLA Events Office for non-RCO and non-Authorized Student Government organized activities;
- c. Residential Life for activities in On Campus Housing Community; and
- d. ASUCLA for activities on ASUCLA Operated Properties.

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](#).

#### 5. Posting, Displaying, or Distributing Commercial Literature or Products

Commercial literature or products may be distributed on UCLA 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:

- a. SOLE for activities organized by RCO's and Authorized Student Governments;
- b. UCLA Events Office for activities organized by non-RCO's and non-Authorized Student Governments;
- c. ASUCLA for commercial literature or products distributed on ASUCLA-Operated Property; and
- d. Residential Life for activities on On-Campus Housing Community.

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

#### 6. Food and Drink

Food, drinks, and other ingestible items may be sold or distributed on UCLA 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 UCLA Property, unless the following conditions are met:

- i. Authorized by the appropriate Designated University Official,
  - o the UCLA Events Office for non-RCO and non-Authorized Student Government organized activities,
  - o SOLE for activities organized by an RCO and Authorized Student Government, or
  - o Residential Life for events on On-Campus Housing Community; and
- ii. [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 exemptions applies:
  - (a) all aspects of food service are handled by a caterer (see Caterers below); or

(b) the event is limited to a Private Food Event.

In accordance with the conditions above, RCOs, Authorized Student Governments, University Units, and Non-Affiliates will 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 food and 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 outdoors, in an open container on UCLA Property, except as an invited guest at an approved Organized/Major 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 UCLA Property.

Consumption of alcoholic beverages at an Official University Function or Organized/Major Event are also subject to the terms of the UCLA Alcohol Policy.

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](#).

### **7. Amplified and Non-Amplified Sound**

#### **a. Approval to use Amplified Sound**

Amplified sound associated with an Organized or Major Event is allowed with approval in accordance with UCLA Policies [860](#) and [862](#). Amplified sound associated with Public Expression Activities is governed by [UCLA Policy 852](#).

#### **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 and manual noise makers are considered amplified sound under this Policy and are subject to the sound level limitations outlined in this Policy.

#### **c. Sound Levels**

It is the responsibility of the user (individual or group) of amplified or non-amplified sound to not Disrupt campus activities or operations and to not exceed a measured 85 decibels in an adjacent indoor area or adjacent outdoor campus operation or activity. Individuals or groups who exceed a measured 85 decibels or otherwise Disrupt campus operations due to amplified or non-amplified sound will be asked to lower the sound levels, move to another location, or suspend use of amplified or non-amplified sound.

Events may exceed the 85-decibel limitation with prior approval, such as certain Official University Functions or Organized/Major Events including concerts, festivals, Division of Intercollegiate Athletics activities, and University sponsored and approved activities including but not limited to the marching band. The UCLA Events Office will monitor complaints from these events/activities and recommend appropriate adjustments

#### 8. 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 expressly authorized in [UCLA Policy 110](#) requires approval from the appropriate University official as outlined in UCLA Policy 110.

#### 9. Tents, Structures, Equipment, and Encampments

Except as provided in this Policy, [UCLA Policy 852](#), related Use Policies, and in accordance with [UCLA Procedure 850.1, Placement of Temporary Structures on the UCLA Campus](#), no individual will build, erect, construct, set up, place, or maintain (or attempt such) in or upon UCLA Property, any campsite, tent or other Temporary Structure, platform, booth, bench, table, building, sound system, or other structure or display.

#### 10. Fires and Flammable Material

Campfires, portable stoves, Open Fires and other fires are prohibited on UCLA 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.

### **V. ADMINISTRATIVE EXCLUSION FROM UCLA PROPERTY**

The California Legislature has codified certain aspects of [Regents Bylaw 31](#), which provides Chancellors delegated responsibility for the internal administration, operation, and discipline of their campuses. This authority includes the authority to order individuals to leave campus for specified conduct pursuant to statutory provisions, including Penal Code section 626.4 for UCLA Students and Employees (affiliates) and Penal Code sections 415.5, 626.6, and 626.7 for Non-Affiliates. Under the Penal Code, the standard for excluding a UCLA affiliate from UCLA Property is different from the standard for excluding a Non-Affiliate from UCLA Property.

When ordering exclusion of a Student or Employee under Penal Code section 626.4, UCLA will provide the individual subject to the order with written notice that identifies their due process rights. These due process rights will include the right to file a written appeal of the exclusion by sending an email to [adminvc@admin.ucla.edu](mailto:adminvc@admin.ucla.edu). Any appeal will be heard by a neutral hearing officer within seven (7) days of receipt of such appeal.

This authority under California law is in addition to University administrative measures available to address individual conduct that interferes with the operation of the campus including, but not limited to, C.C.R. §§100000 ([Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California \(“Regulations”\)](#)), the [UCLA Student Conduct Code](#), sections III.G. (exclusion from campus areas) and IV. (interim exclusion and suspension), [University Policy on Faculty Conduct and the Administration of Discipline](#), section II (suspension and involuntary leave); and Policy 62, section III.C.3., [UC Personnel Policies for Staff Members](#) (suspension and removal of employee from the workplace).

### **VI. EXCLUSION FROM UCLA PROPERTY DURING A STATE OF EMERGENCY**

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

- a) conditions exist on or within the vicinity of the campus which result from natural or man-made disasters, or civil disorders which pose the threat of serious injury to persons or damage to property, or other seriously disruptive events; and

- b) extraordinary measures are required immediately to avert, alleviate, or repair damage to UCLA 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](#).

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 UCLA Property where there is reasonable cause to believe that the individual has engaged in any of the following:

1. activity which willfully disrupts the orderly operations of the campus;
2. activity in violation of the campus emergency orders; or
3. 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 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. REPORTING A POLICY VIOLATION

To report a violation of this Policy or related campus Use Policies (a.k.a. TPM policies), as outlined in Section I. Purpose & Scope of this Policy, go to <https://www.tpm.ucla.edu>.

## VIII. REFERENCES

1. [UCLA Policy 852: Public Expression Activities](#)
2. [UCLA Policy 860: 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. [California Code, Penal Code Section 415.5](#)
9. [California Code, Penal Code Section 626.4](#)
10. [California Code, Penal Code Section 626.6](#)
11. [California Code, Penal Code Section 626.7](#)
12. [UC Policy on Safeguards, Security and Emergency Management](#)

**IX. ATTACHMENTS**

A. Definitions

**Issuing Officer**

**/s/ Michael J. Beck**

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**Administrative Vice Chancellor**

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**Questions concerning this policy or procedure should be referred to  
the Responsible Department listed at the top of this document**

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## Attachment A: Definitions

**Advance Ticketing** means to either sell or take registrations for a Ticket to an event ahead of the date of the event.

**ASUCLA**, the Associated Students UCLA (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 Hall, 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 Employees 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.

**Camping** refers to (i) sleeping outdoors or indoors with or without bedding, hammock, or similar device, structure, protection, or equipment; (ii) establishing or attempting to establish, temporary or permanent living quarters at any location on UCLA Property other than residence halls, apartments, or other University managed facilities specifically designated for overnight lodging; or (iii) establishing or maintaining outdoors, or in or under any structure not designated for human occupancy, a temporary or permanent place for cooking, storing of personal belongings, or sleeping by setting up any bedding, sleeping bag, mattress, tent, or other sleeping equipment, or by setting up any cooking equipment.

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

**Designated 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 Activities without prior approval. See [UCLA Policy 852: Public Expression Activities](#), Attachment A for a map of designated areas. All other outdoor areas of UCLA Property are considered "non-designated," with most non-designated areas requiring prior approval when used for Public Expression Activities and limited non-designated areas that may not be used for Public Expression Activities.

**Designated University Official** is the UCLA official designated or otherwise authorized to engage in the relevant operation or function.

**Disrupt** means conduct by any member of the University community who unduly obstructs, impairs, or interferes with: (i) teaching, study, research, or administration of the University, including UCLA Health's clinical activities; (ii) the authorized or other permissible use of University facilities, including meetings and events of University students, faculty, staff, administrators and/or guests; or (iii) the rights and privileges of other members of the University community.

Disruptive conduct may include but is not be limited to the following:

- undue interference with the ability of an event speaker/presenter to deliver, or the audience to receive, a speaker/presenter's message;
- undue interference with any person's ability to participate in a campus operation or activity;
- except where pre-approved in accordance with University policies, amplified and non-amplified sound that exceeds a measured 85 decibels in an adjacent indoor area or adjacent outdoor campus operation or activity;
- conduct that is violent or involves a threat of violence;
- speech or conduct that is likely to incite an immediate breach of the peace;
- conduct causing physical harm to one or more persons or damage to property;
- undue interference with ingress or egress of any pedestrian or of any form of traffic; or
- undue interference with others' access to campus operations or activities, facilities or programs.

**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 Labor 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, officially recognized by UCLA and as defined by Section 3562(f) of the Higher Education Employer-Employee Relations Act (HEERA).

**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/Office of Campus Safety, UCLAFD, and any equipment, furnishings, supplies, and/or decorations arranged by the Event Organizer.

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

**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.

**Interference Criteria** refers to criteria that consist of the following: (i) the proposed location of the event, (ii) the proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented (iii) the estimated number of participants, (iv) the time of the day the event is to take place, (v) the expected duration of the activity; (vi) 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); (vii) the expected noise level to be generated by the activity; (viii) the need for and/or availability of University resources and personnel to facilitate, oversee, or control the activity; and (ix) any similar viewpoint neutral considerations relevant to assessment of potential disruption to campus functions or activities.

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

- Over 350 persons are anticipated to attend and/or;
- 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.

See UCLA Policy 862 for 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 UCLA 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.

**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 related areas located on the main UCLA Westwood campus, known as "The Hill."

**Open Fire** is any fire, controlled or uncontrolled, including but not limited to tiki torches, candles, burning incense and Campfires or barbecue/grilling, burning outside of any structure, mobile home, or living accommodation mounted on a motor vehicle.

**Organized Event** is a 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, and Registered Campus Organizations and Non-Affiliates with contracts with the University. See [UCLA Policy 860: Organized Events](#).

**Public Expression Activities** means leafletting, marches, picketing, protesting, speech-making, demonstration, petition circulation, distribution and sale of non-commercial literature incidental to these activities, and similar speech related activities. Public Expression Activities alone are not considered an Organized or Major Event. See [UCLA Policy 852: Public Expression Activities](#).

**Public Food Event** refers to a giveaway or sale of food in a public area, such as, 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.

**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 professionally 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 Employees who 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 alcohol is intended to be served, (iii) the estimated duration of the event, and (iv) any objective and credible evidence regarding possible 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.

**Security Assessment Meeting** is a meeting between the Event Organizer and UCLAPD, UCLAFD, 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.

**Temporary Structure** refers to tents, trailers/modular buildings, sculptured objects, or similar assemblages. Temporary Structures include trailers or modular buildings approved by UCLA Fire Department that may be erected for longer periods of time to accommodate University Units or for construction project site services.

**Ticket** is any type of evidence of an attendee's right of entry to a venue which can be verified. A ticket includes but is not limited to a paper or electronic ticket with a barcode that is scanned to permit entry, a wristband that is issued based on a list of attendees, a list of eligible attendees where ID is verified against the list to permit entry.

**University Guarantor** is a University Unit who 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.

**UCLA Property** means UCLA main Westwood and South campuses, and other properties owned by the Regents and operated by UCLA.

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

**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"), the UCLA Alumni Association and ASUCLA.