

# School of Social Welfare Departmental Rules for Events

This policy applies to all events held in Haviland Hall.

## Maintenance of Spaces

- Any spills that occur during the event must be cleaned up immediately.
- All cleaning supplies/equipment are available at the front desk. Supplies should be returned after use.
- All food and drink must be removed from the room after the event and placed in the appropriate bins in the hallway or on the north side of the building by Nathan Grove. Do not leave food unattended in the Commons.
- If food and/or beverages are consumed, and the bins become overflowing (landfill/recycling/compost), you must remove bags to the appropriate outside bins, located on the north side of Haviland Hall.
  - For weekend events, all food must be placed in outside bins, as there is no custodial service on weekends.
- Counters/tables should be wiped down. Crumbs should be swept up with a broom or vacuum cleaner.
- Do not remove bins from the hallways. These are for day-to-day use by building occupants.
- All furniture & equipment should be moved back to its original position. Do not move furniture from one room to another without prior approval. No furniture can be stored in the hallway.
- If you have food or beverages that need to be refrigerated prior to your event, please reach out to [swevents@berkeley.edu](mailto:swevents@berkeley.edu).

## Alcohol

- No alcoholic beverages can be served without a prior approved permit from UCPD.

## Noise

- No loud, excessive, or disruptive noise, please be mindful of other classes, meetings, and activities within the building.

## Decorations/Flyers

- **No open flames or flammable objects are allowed.**
- No tape may be used on hallways, walls, or doors. Tape and/or magnets may be used on whiteboards. Displays/decorations used during the event must be removed promptly.

## Security / Safety / Locking Up

- All windows (lower blinds) and doors must be secured upon leaving if your event is during non-business hours.
- Doors to the Commons should not be propped open (in compliance with the Fire Marshall). Exceptions may be given for evening events when there are fewer people in the building.
- The hallways should remain clear and no items should block egress and/or doorways. Do not store items in the hallway.
- Any media equipment being used should be turned off and secured.

## Building Use on the Weekend

- If your event has been approved to be held in the building on the weekend you *must* work with the building coordinator, [swhavilandbldg@berkeley.edu](mailto:swhavilandbldg@berkeley.edu), directly.
- The wooden doors are not opened on the weekend because of security issues.

*If you have any questions, reach out to [swevents@berkeley.edu](mailto:swevents@berkeley.edu) before proceeding.*