



## Haviland Hall Facilities Reservations & Rentals

This document provides information and guidelines for reserving and making use of the School of Social Welfare's facilities. These facilities are generally available Monday through Friday, 8:00 a.m. to 5:00 p.m. Classrooms are only available during the summer. Space can be reserved by completing the Haviland Hall Facilities Reservation Request Form. Please contact [swdesk@berkeley.edu](mailto:swdesk@berkeley.edu) if you have questions.

### Reserving a Space

Please contact our front desk staff to determine availability. It is not possible to place a hold on a room, other than by booking it. Incomplete requests will not be considered. We'll review your request to see if we can accommodate the date(s), time(s) and purpose and to confirm that all required approvals are being secured. Expect a response time of up to one week for an email reply. Note that our facilities are self-service. In your contracted hours, include sufficient time for set-up and clean-up. Access to the reserved facility will not be permitted until the time for which it is contracted.

**Confirmation:** Reservations are confirmed and guaranteed only upon receipt of all approvals, applicable forms, and fees. Confirmation of all required services must be emailed to [swdesk@berkeley.edu](mailto:swdesk@berkeley.edu), faxed to (510) 643-6126 or delivered to our office in 120 Haviland Hall no less than 10 business days before the date of your reservation.

**Payment and Deposits:** Payment is accepted with a campus chartstring or check. No cash or credit cards. For UCB groups, a chartstring will be used for cancellations, damages, and any services that may accrue from use of the facilities. Submission of a chartstring indicates that the department and its accounting administrator are aware that any forthcoming costs will be recharged to this account. For non campus groups, a deposit of 50% of the total room rental fees is required as collateral against cleaning fees or property damage. The deposit should be paid with a separate check so that it can be returned.

**Cancellation:** Cancellations must be submitted via email to [swdesk@berkeley.edu](mailto:swdesk@berkeley.edu) or faxed to (510) 643-6126. During periods of high demand, the School of Social Welfare holds the right to apply a cancellation fee to confirmed reservations. Cancellations are subject to a fee if cancelled 48-72 hours before event. The cancellation fee is \$50 if the total reservation is less than \$300, and a fee of \$100 if the total is \$300 or over. The fee will be recharged to the chartstring provided or taken out of the deposit.

**Permits:** All non campus groups must complete a [Facility Use Permit](#) and provide the School of Social Welfare with evidence of insurance in the form of a Certificate of Insurance. The Certificate of Insurance must name the Regents of the University of California as an Additional Insured. For more information, please visit the [University of California, Berkeley Risk Services](#) webpage. A food permit from [Office of Environmental, Health & Safety](#) is required for events where food will be served if the event is open to the general public and/or you will charge admission.

**Plan ahead:** Reservations must be made no earlier than one year prior to the event date and no later than three weeks prior to the event date.

## Facilities and Room information

Space	Capacity	Fee	Furniture	Available AV and other notes
Classroom 2	30 seats	\$25 per hour \$150 per day (8 hours)	Swing arm desk chairs	AV cabinet: no laptop, DVD/VHS player, speakers, projection screen & guest laptop connection.
Classroom 4	30 seats	\$25 per hour \$150 per day (8 hours)	Swing arm desk chairs	AV cabinet: no laptop, DVD/VHS player, speakers, projection screen & guest laptop connection.
Classroom 5	55 seats	\$50 per hour \$300 per day (8 hours)	Swing arm desk chairs	AV cabinet: laptop, DVD/VHS player, speakers, projection screen & guest laptop connection (cabinet is locked, key is needed).
Classroom 10	25 seats	\$25 per hour \$150 per day (8 hours)	Swing arm desk chairs	AV cabinet: no laptop, DVD/VHS player, speakers, 2 flat screen TVs & guest laptop connection.
Classroom 309	28 seats	\$25 per hour \$150 per day (8 hours)	Board room table, chairs, swing arm desk chairs	No AV on site.
Specht Conference Room (Room 15)	30 seats	\$25 per hour \$150 per day (8 hours)	Board room table, chairs	No AV on site.
Chernin Meeting Room (Room 121)	6 seats	\$25 per hour \$150 per day (8 hours)	Table and chairs.	No AV on site.
Library Conference Room (Room 227AA)	23 seats	\$25 per hour \$150 per day (8 hours)	Table and chairs.	Flat screen TV with VGA cable hook-up.
Haviland Commons	55 seats	\$500 per half day (4 hours)	5 small tables with chairs and benches, sofas and arm chairs (seating for 12)	Flat screen TV with VGA cable hook-up. Can be reserved for one-time events. No materials may be posted except on the announcement board.

## Building Hours

Facilities maintained by the School of Social Welfare can be reserved Mondays to Fridays, 8 a.m. – 5 p.m. Note that hours may vary for some facilities, and on certain dates. Use is not permitted during normal closure periods such as holidays and university breaks. Use is also not permitted on weekends, except by School of Social Welfare affiliated faculty and staff. Check UC Berkeley's [Academic Calendar](#) for more information. Exceptions to this policy will be reviewed on a case-by-case basis.

### Campus Services

If your reservation calls for audio-visual services, parking permits, or other campus services, you will need to submit relevant documentation to the School of Social Welfare office to confirm your reservation. Visit these links to secure the campus services you need:

- Audio-visual staging: [Educational Technology Services](#)
- Tables, chairs and other room set-up: [Property Management](#)
- Custodial services: [Berkeley Facilities Services](#)
- Special event parking arrangements: [Parking and Transportation](#). Note: the School of Social Welfare cannot assume responsibility for parking violations incurred while visiting campus.

### Policies

All departments and organizations reserving and using facilities managed by the School of Social Welfare are responsible for adhering to these policies. Any deviation from this requirement will affect future reservation requests.

### Student Use

Student organizations wishing to reserve our facilities must first be registered with the [LEAD Center](#) and require a faculty or staff sponsor to rent space in Haviland Hall. For conferences, seminars and other special events, student organizations must include faculty advisers as active members of the organizing committee.

### User's Responsibilities

- Users agree to abide by the [Rules of Conduct in Campus Buildings](#).
- No candles, hotplates or fires of any kind.
- All users are responsible for returning the facility to its normal condition at the conclusion of the event. This includes replacing all moved furniture back to the standard layout.
- Users are not to post, hang, tape and/or attach anything to the walls of the rooms, hallways or exterior of the building.
- Users are responsible for making sure all trash is deposited in the waste containers and that all equipment and supplies from your event are removed.
- If extraordinary cleaning or repair is deemed necessary, additional vendor fees will be recharged to the chartstring or taken out of the deposit provided by the event organizer. This includes fees to re-set any moved furniture.
- Cleaning fees will be recharged accordingly to the chartstring provided. Any debris abandoned after the event will result in the loss of a security deposit or recharged to the chartstring.
- The organizer is financially responsible for any damage to the building, equipment, or furnishings caused by persons attending the event.
- Special requests such as additional furniture must be pre-approved by the School of Social Welfare. If additional furniture or assistance with set-up/takedown is required, contact [Property Management](#). There is a recharge for all services.
- Users are responsible for the loss prevention of all items brought into Haviland Hall by user and their guests and vendors.
- The School of Social Welfare does not provide posters, nametags, registration, website development, catering, room set-up or other event management. These are fully the responsibility of the organizer.

**Contracted Services**

The organizer must provide proof of all services required for the reservation within two weeks of submitting a request, including but not limited to custodial services, security services, insurance certificates and permits. Failure to do so will result in loss of the reservation. If special circumstances prevent you from complying with this requirement, please contact the School of Social Welfare immediately after submitting your reservation request to make alternate arrangements.

**Special Events**

Conferences and other events with more than 25 attendees, as well as events that involve catering or other food service, are required to submit a request to [Berkeley Facilities Services](#) for cleaning, extra trash bins and/or extra recycling bins. These services will be recharged directly to the organizer. Users may not opt out of this policy to assume personal responsibility for cleaning.

**Audio-Visual Needs**

Contact the School of Social Welfare office well in advance of your reservation for use instructions or to test the on-site equipment. All other staging requirements such as video recording and webcasting should be arranged through [Educational Technology Services](#).

**Food Service**

- All food served must be professionally catered. Suppliers not registered with [Procurement Services](#) must provide proof of insurance (see below).
- A food permit from [Office of Environmental, Health & Safety](#) is required for events open to the public or if admission is being charged.
- Fires, candles and hotplates are not allowed in any of our facilities.

**Proof of Insurance**

- If the organizer books a caterer, florist, musician or other supplier who will be in the building providing services for the event, the supplier must provide proof of insurance, unless the supplier has already completed this step [Procurement Services](#).
- Suppliers should visit [Procurement Services](#) to review guidelines for insurance certificates and for a sample certificate.
- Guidelines for completing the certificate of insurance:
  - General liability insurance with at least \$1 million worth of coverage is required.
  - Individual or company name must be listed on the policy as Insured.
  - The **Regents of the University of California** must be listed as Additional Insured.
  - The certificate must list the insurer's name and contact information.
  - The policy start and end date must be valid and listed on the certificate.
  - Auto liability insurance with at least \$1 million worth of coverage is required if a company employee will be driving on University property.
  - Proof of worker's compensation coverage is required if a company employee will be working on university property.
- Completed certificates of insurance must be emailed to [swdesk@berkeley.edu](mailto:swdesk@berkeley.edu) or delivered to 120 Haviland Hall, School of Social Welfare, UC Berkeley, Berkeley CA 94720-7400.

**Alcohol**

- No alcohol may be served at any events in Haviland Hall.

**Setting Up**

- Space access must be arranged with the School of Social Welfare no later than three business days in advance.
- No signs, banners, posters or decorations may be nailed or tacked in any way to interior or exterior walls or doors.
- Materials may be posted using blue painter's tape only – no scotch tape, masking tape, packing tape, etc. except in the Haviland Commons where no materials may be posted except on the announcement board.
- Banners may be draped on a table or affixed to a podium with blue painter's tape.
- Damage to the walls will be repaired and recharged to the chartstring provided.
- All interior and exterior signs must be removed at the end of the event.

**User's Liability**

The sponsoring department/organization using School of Social Welfare facilities takes responsibility for:

- Any damage to the building, equipment or furnishings caused by persons attending the event.
- Any required services that accrue from the reservation.
- Enforcing UC Berkeley's [alcohol use policy](#) and [tobacco-free policy](#).
- Restoring the facilities to their original state after the event.

**Disclaimers**

- The School of Social Welfare is not responsible for items left on the premises by the organizer or guests. All goods and equipment must be removed from the premises immediately following the conclusion of the event.
- The School of Social Welfare may, at its sole discretion, place additional requirements on your reservation, such as extra security for high-profile guests.
- All reservations are subject to cancellation by the School of Social Welfare.
- Exceptions to any of these policies are not valid unless approved in writing by the Assistant Dean for Administration.

The School of Social Welfare reserves the right to refuse future reservations to departments or organizations that do not comply with these policies.