

Berkeley Social Welfare

Haviland Hall Facilities Reservation Request

Please submit this form **at least one week prior to your event**. Email swdesk@berkeley.edu with any questions.

Name of event organizer: _____ Date of request: _____

Group name: _____

Email: _____ Phone: _____

School of Social Welfare affiliation:

UC Berkeley group/department: _____ (chartstring required, see page 2)

Non-UC Berkeley group/other: _____ (payment required, see page 2)

Event type: Academic Administrative Other: _____

Event description: _____

Date of event: _____ Expected number of participants: _____

Start time: _____ End time: _____ (Include sufficient set up & clean up time)

Will there be food at the event? Yes No

If yes, you must submit the approved [food permit from the Office of Environment, Health & Safety \(EH&S\)](#) at least one week prior to the event to guarantee serving food/refreshments.

Please [review the list of facilities](#) and list 3 space preferences. Space will be assigned based on availability.

1. _____
2. _____
3. _____

I agree to the following:

1. No alcoholic beverages will be served.
2. If food and/or beverages are consumed, all landfill/recycling/compost will be removed to the appropriate outside dumpster, located on the north side of Haviland Hall. The internal receptacles are not to be used.
3. Any spills that occur will be **cleaned up immediately** and reported to the SSW Front Desk.
4. Food sales must have a i) prior approval of SSW, ii) submit special event temporary food permit (completed two weeks in advance, available from Office of Environment, Health & Safety) and iii) clean up checklist completed and returned within 24 hours of the sale completion.
5. Respect for others in the building including no loud, excessive or disruptive noise.
6. No open flames or flammable objects are allowed.
7. Displays/decorations used during the event will be removed promptly. No tape should be used on walls.
8. Signs/flyers regarding this event cannot be posted on the walls or glass in Haviland Commons, the hallways or
9. classrooms. All signs must be on non-designated bulletin boards only.
10. All furniture & equipment must be replaced in its original position.
11. All windows and doors must be secured upon leaving.

12. External building doors must not be propped open.
13. Assume responsibility for any damages or loss to the School of Social Welfare/event organizer/guests/vendors.
14. This event is not for commercial purposes.
15. All reservations subject to cancellation and change by the School of Social Welfare.
16. The School of Social Welfare reserves the right to refuse future reservations for non-compliance.
17. *For paid room reservations:* Cancellations can be made up until the requested event date for a full refund. Any
18. cancellations made on or after the event date will not be refundable.
19. If serving food, I will submit the approved food permit from EH&S at least one week prior to the event.

Event organizer signature

Date

Complete the appropriate section below.

For other UC Berkeley Group/Department-organized events (not affiliated with the School of Social Welfare):

Please note that there are [room rental fees](#) for all groups and department-organized events that are not affiliated with the School of Social Welfare. All UC Berkeley groups must provide a chartstring to swdesk@berkeley.edu, which will be used for cancellations, damages, and/or 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.

I acknowledge and understand that this chartstring will be used for payment of room reservation fees, as well as any charges associated with cancellations, damages, and/or any services that may accrue from use of the facilities.

Department

Chartstring

For non UC Berkeley-organized events:

Please note that there are [room rental fees](#) for all non-campus groups that are not affiliated with the School of Social Welfare. All non-campus groups must complete a [Facility Use Permit](#) and provide the School 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.

I understand that my reservation is contingent upon providing the documents above to swdesk@berkeley.edu at least one week in advance of the event.