

Haviland Hall Facilities Reservation Request

Please complete and return to the School of Social Welfare Front Desk (120 Haviland Hall) or by email to swdesk@berkeley.edu **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 Number: _____

School of Social Welfare affiliation:

- SSW Faculty SSW Staff SSW Student (Faculty/staff sponsor required, see page 2)
- UCB Group/Department: _____ (see additional instructions on page 3)
- non-UCB Group/other: _____ (see additional instructions on page 3)

Event type: Academic (tied to CCN) Administrative (not tied to CCN) Other: _____

Event description: _____

Day & 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, the group must submit the approved food permit from Berkeley's Office of Environment, Health & Safety at least one week prior to the event to guarantee serving food/refreshments.

(<http://www.ehs.berkeley.edu/food-water-safety/how-do-i-get-special-event-temporary-food-permit>)

Please rank 3 space preferences. The location will be assigned **if** available and approved. For more information on the spaces, see page 4. *SSW Faculty & Staff only:* Please contact Lorretta for additional AV requests.

- ___ Room 2 (capacity 30, media cabinet, available Monday-Friday 8am-6pm)
- ___ Room 4 (capacity 30, media cabinet, available Monday-Friday 8am-6pm)
- ___ Room 5 (capacity 55, locked media cabinet, available Monday-Friday 8am-6pm)
- ___ Room 10 (capacity 25, media cabinet, available Monday-Friday 8am-6pm)
- ___ Room 309 (capacity 28, available Monday-Friday 8am-6pm)
- ___ Specht Meeting Room—Room 15 (capacity 30, available Monday-Friday 8am-6pm)
- ___ Chernin Meeting Room—Room 316 (capacity 6, available Monday-Friday 8am-5pm)
- ___ Library Conference Room—Room 227AA (flat screen tv, capacity 23, available Monday-Friday 9am-6pm, Sunday 1-5pm)
- ___ Nathan Grove (capacity 100)
- ___ Haviland Commons (capacity 54) School of Social Welfare special events only

Additional Notes/Comments:

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 classrooms. All signs must be on non-designated bulletin boards only.
9. All furniture & equipment must be replaced in its original position.
10. All windows and doors must be secured upon leaving.
11. External building doors must not be propped open.
12. Assume responsibility for any damages or loss to School of Social Welfare/event organizer/guests/vendors.
13. This event is not for commercial purposes.
14. All reservations subject to cancellation and change by the School of Social Welfare.
15. The School of Social Welfare reserves the right to refuse future reservations for non-compliance.
16. *For paid room reservations:* Cancellations can be made up until the requested event date for a full refund. Any cancellations made on or after the event date will not be refundable.

Event Organizer Signature

Date

For Student-organized events: A SSW Faculty is REQUIRED (may not be signed by SSW Staff):

Sponsor Signature

Date

Attending event: Yes No

Sponsor Name (printed)

Sponsor Email

Sponsor Phone Number

To be completed by SSW Staff:

Approved

Date

Space assigned

Date of Notification

Restrictions/Exceptions/Notes:

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

All UCB groups must provide the School of Social Welfare with a chartstring, 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. 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. For more information: <http://ehs.berkeley.edu/special-event-safe-food-handling-practices>. *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.* Space information and fees are listed on page 4.

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.

UCB Department

Chartstring

Approved

Date

Restrictions/Exceptions/Notes:

For non-UCB Group-organized events:

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. 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. *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.* Space information and fees are listed on page 4.

- For the Facility Use Permit: <http://www.cp.berkeley.edu/reso/FUP.pdf>
- For more information about the Certificate of Insurance requirements: <http://riskservices.berkeley.edu/events-activities/facility-rental>
- For more information about obtaining a food permit: <http://ehs.berkeley.edu/special-event-safe-food-handling-practices>

Restrictions/Exceptions/Notes:

Space information and fees:

*Fees will be charged for groups-and department-organized events that

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 316)	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	54 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.

are not affiliated with the UC Berkeley's School of Social Welfare.