



*Members for
Non-Core CNSI Events/
Tiers 2 or 3*

- Theater (268)
- Lobby (overflow) (265)
- Lobby (reception) (265)
- Lobby (dinner) (150)
- Exec. Conf. Rooms (27 each)
- 5th Floor Conf. Rooms (14 each)
- Presentation Space (47)
- 6th Floor Balconies (180)

| M-F 8AM– 6PM | | | M-F after 6PM | | Sat-Sun 8AM - 6PM | | |
|--------------|----------|----------------|---------------|----------------|-------------------|----------|----------------|
| 4-8 hrs. | 1-4 hrs. | Up to One Hour | 1-4 hrs. | Up to One Hour | 4-8 hrs. | 1-4 hrs. | Up to One Hour |
| \$750 | \$400 | \$175 | \$475 | \$200 | \$1200 | \$800 | \$275 |
| | \$150 | | \$170 | | | \$250 | |
| | \$175 | | \$250 | | | \$275 | |
| | \$260 | | \$315 | | | \$400 | |
| \$400 | \$260 | \$100 | | | | | |
| \$275 | \$175 | \$85 | | | | | |
| \$600 | \$400 | \$175 | \$750 | \$225 | \$950 | \$650 | \$275 |
| \$350 | \$200 | \$85 | \$450 | \$115 | \$550 | \$350 | \$150 |

- 4) **Reservation of Theater and Lobby:** Hosts of Tier 2 Events may reserve space no more than six (6) months in advance of the event without specific authorization of the CNSI Director or Research Director. Members will not be charged for staffing or room costs if during business hours; charges will be applied after 6 PM and on weekends.

Hosts of Tier 3 Events may reserve space no more than two (2) months in advance of the event without specific authorization of the CNSI Director or Research Director. The respective Use Fee for members and non-members shall apply per paragraph 3 above.

- 5) **Reservation of Small Spaces:** This space includes the conference rooms, Level 5 presentation space and the 6th floor balconies.

Reservations are restricted to Tier 1 or Tier 2 events. No Tier 3 events may be reserved without specific authorization of the CNSI Director or Research Director.

Members are authorized to reserve small spaces for Tier 2 events on a quarterly basis starting one month in advance of the quarter.

The Executive Conference Rooms and one 5th floor conference room will be reserved for Administrative staff discretion.

For reservation of small spaces that requires CNSI staffing, the host is expected to fund such staffing. Whether staffing is required is under the discretion of the Administrative staff, not the host.

- 6) Event requests and room reservations are to be made by completing the Event Request Form at <http://www.cnsi.ucla.edu/intranet/event-request> or by contacting the CNSI Events Office at 310.267.4838 or confrooms@cnsi.ucla.edu.
- 7) Availability to accommodate requests is based on pre-existing events or reservations, parties may need to be flexible with dates in the case of scheduling conflicts.
- 8) Any requests for AV needs (projector, laptops, microphones, etc.) should be made 10 days in advance of the event. If a request is made with shorter notice, AV support may not be available.
- 9) Requests for any tier larger scale conferences, symposia or workshops to be held at the CNSI Facility should be made at least 90 days in advance for logistical planning.



- 10) A mixture of department and CNSI staffing is required for each event. Such staffing requirements will be discussed.
- 11) Until a permanent security system is installed, all participants of each event need to check in with the security desk located in the CNSI Lobby on the main floor. For larger groups, a separate check-in desk will be set up and participants will be given a name-badge so that they are easily identifiable.
- 12) If the event involves catering, a Partner School staff member must be on site for drop-off and pick-up of catered items.
- 13) No food or drink is allowed in the CNSI auditorium. There are NO exceptions. It is imperative for the requesting party to help uphold this rule – any violation thereof could potentially lead to refusal of future requests from that department.
- 14) CNSI Conference Rooms and Facilities must be left in the condition in which they are found. If food/drink is served and/or for any event anticipating more than 40 attendees, an FSR for clean-up must be placed and recharged to the department and the assigned FSR number will be sent to confrooms@cnsi.ucla.edu.
- 15) Any damage incurred to CNSI facilities or equipment will be the liability of the requesting party and/or their department and CNSI reserves the right to use the recharge ID provided to restore the damaged facility.