

The Li Ka Shing Center (LKS)
Special Events Policies, Usage Guidelines, & Fee Schedule
(Revised June 2022)

Event Policies

- All special event requests must be approved by LKS Management. Requests should be sent to lks_reservations@berkeley.edu. You will receive a response within one business day.
- Fees may be assessed for special events and/or for events sponsored by non-affiliated organizations. Please contact lks_reservations@berkeley.edu for the most recent rate schedule.
- Events taking place in LKS conference rooms are reserved for building occupants only. Exceptions must be approved by senior Biosciences Divisional Services (BDS) management.
- The auditorium, LKS 245, is reserved for **building occupants only**. Events hosted by MCB/IB Principal Investigators of specific value to the occupants of Li Ka Shing are also allowed.
- Requests for classrooms 125 & 245 will need additional approval from the Office of the Registrar and/or MCB Department Schedulers during academic instruction hours.
- If heavy cleaning is needed after an event, the host will be required to provide a chartstring for Custodial Services.

Usage Guidelines

Security Patrol Officer (SPO)

- Events taking place after normal business hours will require a Security Patrol Officer (SPO) to be present in LKS to prevent unauthorized guests from entering lab restricted areas.
- The event must contract the use of a UCPD Security Patrol Officer (SPO) in the following circumstances:
 - When the building is locked (weekend and holidays).
 - Any reservation on 1st and 2nd floors for non-affiliates
 - At the discretion of Senior BDS Management
- The rate for an SPO for special event assignments is \$94 per hour. There is a four hour minimum.
- Host must submit a [Security Assessment Form](#) to ucpdspeialevents@berkeley.edu and forward the receipt to lks_reservations@berkeley.edu to unlock the building entrance.

Serving Alcohol

- If you are completing a [UCPD Security Assessment Form](#), you will be directed to the Alcohol Permit form through that process. If you are **not** completing the form (no SPO needed), please see the Alcohol Policy below:
 - Any event on campus at which alcoholic beverages will be served or sold requires review and approval by UCPD. California law and campus policy requires specific precautions for such events, including steps to ensure that no one under

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the age of 21 is served an alcoholic beverage. For a summary of campus policies pertaining to alcoholic beverages at campus events please contact the UC Berkeley Office of Risk Services (ORS) and [review the information on their website](#).

- Organizers of events involving the service of alcoholic beverages on the UC Berkeley campus are encouraged to notify UCPD as soon as reasonably practicable, and must notify UCPD no less than seven (7) days in advance. *Notification to UCPD does not guarantee that alcohol service will be approved.*
- Once the form is submitted through DocuSign, UCPD will review the request and notify the event organizer whether the permit is denied or approved. In some situations, a permit from the California Department of Alcoholic Beverage Control (ABC) may also be required.
- Undergraduate student organizations are prohibited from obtaining alcohol permits. Graduate student organizations are considered “non-departmental users” for purposes of the campus Major Events policy.
- For more information about alcohol at special events on the UC Berkeley campus, contact the UCPD Special Events Coordinator by visiting UCPD, or by email to ucpdspecialevnts@berkeley.edu.

General Guidelines

- Classrooms and conference rooms are controlled spaces by the Biosciences Divisional Services who reserve the right to deny unreserved occupancy at any time.
- All departments, organizations and groups using the Li Ka Shing Center must adhere to the General Policies and Guidelines in addition to the campus [Rules of Conduct](#). Failure to comply will affect future reservation requests.
- The event coordinator and/or group will be responsible for returning the facility to its normal condition at the conclusion of the event. This includes returning the level 1 lobby tables and chairs back to the way they were found. Failure to return the reserved space to its original condition may result in a charge for Custodial Services.
- No signs, posters, banners, balloons or decorations may be affixed to the interior or exterior of the building. If needed, signs MAY be displayed using easels.
- Doors cannot be propped open at any time.
- Tables, chairs, easels, poster boards, equipment or obstructions shall not be placed in any exit, egress hallway or applicable fire marshal mandated clear zones.
- The Li Ka Shing Center does not provide tables, chairs or easels for events.

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LKS Facilities Agreement

This agreement is limited to the use of the named facility only. If you have reserved an outdoor space and the weather turns inclement, you do not automatically have access to other parts of the building without a reservation. Room reservations do not include arrangements for parking, which must be made separately if available.

Cancellation Policy

- If you cancel your event but do not cancel your room reservation, you will forfeit your reservation privileges.
- The Biosciences Divisional Services reserves the right to cancel your reservation due to misrepresentation of the event, the speakers or the advertising.
- You must notify us within two business days of the event if you are canceling your reservation or the full fee will remain payable. We reserve the right to cancel your reservation for failure to remit payment prior to the event. You agree to pay our costs in the event of damage or the need for cleaning beyond normal maintenance.

Fees

Fees are payable in advance. Make checks payable to **UC Regents** and mail or deliver to:
VLSB Attention Derek Apodaca
3072 Valley Life Sciences Building, MC 3140
UC Berkeley, 94720-3140

LKSC building contacts			
BDS Facilities Director	Derek Apodaca	3072 VLSB	510.642.2467
LKSC Building Manager	Tim Thomas	171 LKS	510.664.4708
Other useful contacts			
UC Physical Plant 24 hour emergencies:	510.642.1032		
UC Police (emergencies):	911		
UC Police (direct emergency line from cell phone):	510.642.3333		
UC Environment Health & Safety:	510.642.3073		
UC Police (non-emergency):	510.642.6760		

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Li Ka Shing Center Room Reservation Fee Schedule

Room	Capacity	≤ 4 hrs. (UCB)	> 4 hrs. (UCB)	≤ 4 hrs. (Non-UCB)	> 4 hrs. (Non-UCB)	Hourly (UCB)	Hourly (Non-UCB)
245 – Lg. Auditorium	297	\$700	\$950	\$750	\$1,100	\$200	\$250
125 – Sm. Auditorium	85	\$450	\$650	\$525	\$800	\$100	\$150
545 – VIP Conf. Rm.	60	\$250	\$400	\$350	\$600	\$80	\$100
Floor 1 Lobby	-	\$200	\$300	\$275	\$350	\$65	\$80
Floor 2 Lobby	-	\$200	\$300	\$275	\$350	\$65	\$80
215/315/415/515	17	\$100	\$200	\$150	\$250	\$45	\$65
345/445	29	\$150	\$250	\$250	\$350	\$65	\$80