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

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
ucpdspecialevents@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.
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.

Cancelation 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

<table>
<thead>
<tr>
<th>LKSC building contacts</th>
<th>Derek Apodaca</th>
<th>3072 VLSB</th>
<th>510.642.2467</th>
</tr>
</thead>
<tbody>
<tr>
<td>BDS Facilities Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LKSC Building Manager</td>
<td>Tim Thomas</td>
<td>171 LKS</td>
<td>510.664.4708</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other useful contacts</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UC Physical Plant 24 hour emergencies:</td>
<td>510.642.1032</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC Police (emergencies):</td>
<td>911</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC Police (direct emergency line from cell phone):</td>
<td>510.642.3333</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC Environment Health &amp; Safety:</td>
<td>510.642.3073</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC Police (non-emergency):</td>
<td>510.642.6760</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Li Ka Shing Center Room Reservation Fee Schedule

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