



Wilson Student Lounge Reservation Application

Date of Event: _____ Start Time: _____ End Time: _____

Function – Describe in detail: _____

Please provide the following information: (All special arrangements to be made by the event organizers):

Audio Visual: _____ Is Food or Beverage part of the event? _____

Outside Catering? _____ Is Alcohol to be Served? _____

To whom will the event be open? _____

Estimated Attendance: _____

Sponsoring Organization/Department: _____

Person in Charge of Function: _____

Address: _____ Tel #: _____ Mail Box: _____

A SECURITY DEPOSIT OF \$100.00 IS REQUIRED. THIS DEPOSIT WILL BE REFUNDED AFTER THE EVENT IF NO DAMAGE IS NOTED. PAYMENT MAY BE PAID VIA CHECK MADE PAYABLE TO "UC REGENTS," AND INCLUDED WITH THE APPLICATION WHEN RETURNED TO STUDENT AFFAIRS OFFICE.

Medical Student Lounge is designed for use by Medical Students for social purposes. The person in charge of the above function guarantees that Medical Student Lounge and its contents will not be altered, damaged, or misused in any way, and that he/she is responsible for returning the Lounge to its original condition at the end of the above function (see attached diagram). He/she will also be responsible for any repairs, replacements, or cleaning fees incurred by the event to the Lounge.

I understand and agree to comply with the above statement.

Signature: _____ Date: _____

APPROVAL: _____

Meredith Szumski, SAO

Policies and Procedures for hosting events in the Wilson Student Lounge

1. UCLA Medical Student organizations will be allowed to host parties at the Wilson Student Lounge for the purpose of fellowship and entertainment. Students will be responsible for the conduct of their guests. These parties must be targeted to UCLA medical students. Although attendees may include invited guests, students will be responsible for the conduct of their guests.

2. An application form must be completed by the event organizers. Application forms are available in the Student Affairs Office (SAO). Applications must be submitted to the SAO with a \$100 deposit no later than one week prior to the date of the proposed event. This deposit will be returned after the student center is inspected following the event. You will be notified about the results of the inspection.

3. Guests may be charged in order to cover the cost of the event; hard alcohol may not be sold at the event.

4. All events hosted in the Wilson Center must be in accordance with the guidelines stated herein, as well as those established by UCLA and California State Law.

5. Advertisements that reference alcoholic beverages, in any form (e.g., banners, e-mail or facebook announcements), may not portray drinking as a means to academic or social success, suggest that drinking is the dominant theme of the event, or promote alcohol consumption as an expectation of all who attend the event. Violation of this policy may result in barring of your group from using Wilson Center for the remainder of the year, possible physicianship, and possible review by the honor counsel.

6. At least two people must sign the application and be responsible for the event. These people will be in attendance and abstaining from alcohol during all hours of set-up, event, and clean up. Responsibilities include:

- a. Completing the reservation process.
- b. Making all arrangement with the SAO including arranging for extra trash bags or cleaning supplies (e.g., mops).
- c. Keeping all lounge entrances other than the main front door locked, including the back door and elevator.
- d. Informing the campus police of the event five days prior to the event to make sure doors are locked and secured. The phone number is (310) 825-1491.
- e. Notifying invitees in writing of these policies and of the importance of maintaining a responsible and safe party.
- f. Ensuring all rules are followed.

- g. Taking responsibility for any problems that may occur through the course of the event, including calling the University Police Department should it become necessary, (310) 825-1491.
 - h. Cleaning the center within two hours following the conclusion of the event and ensuring it is returned to its original condition. This includes wiping down surfaces, putting all trash in trash bags, removing all party materials, and returning furniture to original configuration.
 - i. Closing and locking the center following the event.
 - j. Notifying the SAO as soon as possible of any unusual or adverse circumstances that might have occurred during the event.
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7. There must exist a predetermined method of ensuring that individuals who are under the influence arrive safely home (e.g. volunteers, arranging a taxi service).

8. The only access to the Wilson Student Center will be via the stairs on the corner of Westwood Plaza and Charles E. Young Drive South, through the front door.

9. No one under 21 years of age will be allowed access to alcoholic beverages
- a. ID will be checked at the door and hand stamps or wristbands will be given to those of legal drinking age.
 - b. Alcohol will be served by assigned bartenders and partygoers must display hand stamps to the bartender before alcohol may be served.
 - c. Responsibility must be taken by all party attendees to ensure that underage participants are not offered alcohol and each person takes responsibility for themselves to drink and act responsibly.
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10. Non-alcoholic beverages and food will be made available in ample supply for non-drinkers and to minimize the intoxicating effects of alcohol.

11. No beverages containing hard alcohol may be served at the event. Acceptable alcoholic beverages including beer, wine, or wine coolers.

12. In the event that a partygoer becomes intoxicated, those responsible for overseeing the event will see to it that alcohol will no longer be served to that individual. Bartenders should help identify individuals who should have no more to drink to the event organizers.

13. The bar will be closed at 1am and the event will end by 2am in accordance with California State Law.

14. A checklist of the furniture, electronics, plumbing, etc., and the condition they are in, in Wilson Student Center must be filled out by the event organizers 24 hours prior to the event and turned in along with the application.

a. Special note should be made of anything that is broken or in poor condition prior to the event.

b. The student lounge and environs must be restored to their original condition immediately following the event (see 6.h.).

c. The checklist will be reviewed after the event to make sure 14.b. is complied with.

d. The consequence of not meeting this condition is losing the \$100 deposit, financial responsibility to restore damages to original condition, and/or loss of the privilege by the hosting organization to hold future events in the student center.

Wilson Student Lounge Checklist

Dear Prospective Users of Wilson Student Lounge, UCLA:

Below you will find a checklist of the main items that are found within the Wilson Student Lounge. Prior to using the lounge please locate the listed items and confirm that they are present. Also take note of the specific condition of these items to ensure that you are not blamed for any pre-existing damage (*Refer to Policy 14 a-c. for more details*). Once you have completed the list, please sign/date the bottom of this page and return it to SAO attached to the “Policies and Procedures Checklist.”

Item	Presence and Condition	Initial
Television w/ remote		
VCR		
DVD Player		
CD Player		
2 Tower Speakers		
Stereo Receiver		
Podium		
Pool Table		
Triangle/Diamond		
Pool Balls – Full Set		
4 Pool Cues		
Foosball Table/Ball		
2 Ping Pong Tables		
3 Ping-Pong Paddles		
Ping Pong Balls		
24 Wicker Chairs		
3 Cement Tables		
Microwave		
Cement Bench		
3 Computers		
Scanner		
8 Lounge Chairs		
8 Ottomans		
5 Couches		
6 Round End tables		
3 Trash Cans		

Signature _____ Date _____