FACILITIES RENTAL INFORMATION

General notes and additional fees to consider when planning an event or project at UCLA’s Glorya Kaufman Hall:

**Building Rates**

One day rental based on an 8-hour day. Based on office operating hours of 8a-5p. If outside those hours additional costs will be assessed as needed for CSO/Security Services and other labor. Hourly rental is 3 hours minimum and 5 hours max. Use hourly rate for 1000 if rental is for Courtyard only.

**Crew Labor**

Fees are based on the UCLA Theater Management Services rates and are adjusted annually.

**House Management Labor**

Fees are based on the UCLA Theater Management Services rates and are adjusted annually.

**Insurance**

Requirements as per UCLA Performance Agreement: Performance Agreement: [https://ccle.ucla.edu/course/view/WACD-Production?section=2](https://ccle.ucla.edu/course/view/WACD-Production?section=2)

Liability Waivers: [https://ccle.ucla.edu/course/view/WACD-Production?section=7](https://ccle.ucla.edu/course/view/WACD-Production?section=7)

**Equipment: General Use**

Furniture including tables and chairs. Trash cans & liners.

**Equipment for studios**

Rental rate includes the use of the classroom sound system. (CD playback and speakers)

**Equipment for theaters**

Rental rate includes the use of the basic light and sound setup. Other equipment fees available upon request.

**Equipment for classrooms**

A/V equipment rental for Rooms 101 and 153: [http://www.oid.ucla.edu/units/avs/equipment](http://www.oid.ucla.edu/units/avs/equipment)
Misc.
Miscellaneous equipment such as tables and chairs can be requested through WACD Event Manager and/or through UCLA Events

CSO/Security
CSO security is required above and beyond normal operating hours of Kaufman Hall. (M-F 8a-10p)

UCLA CTO
The UCLA Central Ticketing Office manages the sale/distribution of tickets for all ticketed events in UCLA managed venues. A CTO cost estimate may be obtained through the WACDD Event Manager and CTO office. [https://www.tickets.ucla.edu/](https://www.tickets.ucla.edu/)

House Policies
House management is maintained by WACD staff at all times and is based on University and local fire codes and policies. Late seating is at the discretion of the Management and reflects the wishes of the artist or producer. Unclaimed comp tickets are released for standby use 10 minutes prior to showtime. Cameras, recording equipment and cell phones are not permitted for use in the theater and must be silenced before the start of the performance. Children over age 5 are welcome at most events, and regardless of age, must have a ticket. Infants on laps are not permitted unless specified. Inquire when purchasing tickets on age appropriateness for specific events.

Accessibility
A variety of accessible seating is available at all campus venues. Please indicate specific seating needs when placing an order. Contact gholguin@arts.ucla.edu to request accessible seating. Please make the request no later than 10 working days before the performance to assure appropriate arrangements.

Videotaping
Events Office Filming Info:


A UCLA film/photo shoot permit is always required when documenting an event or doing a film or photo shoot.

Photo/Video release: [https://ccle.ucla.edu/course/view/WACD-Production?section=7](https://ccle.ucla.edu/course/view/WACD-Production?section=7)

Producers/renters are responsible for obtaining photo/video release and permissions from artists and/or participants.

**Camera Locations**
Camera locations should be decided in consultation with the Production Manager and may require removal and/or closure of seats.

**Catering**

ASUCLA: [http://legacy.asucla.ucla.edu/catering/index.asp](http://legacy.asucla.ucla.edu/catering/index.asp)

UCLA Catering: [http://www.uclacatering.com/](http://www.uclacatering.com/)

Food Trucks: [https://ehs.ucla.edu/special-event-permits/food-permit/faq](https://ehs.ucla.edu/special-event-permits/food-permit/faq)

EHS Food Safety Info and Requirements: [https://www.ehs.ucla.edu/ep/eh/tfe](https://www.ehs.ucla.edu/ep/eh/tfe)

EH&S Food Permits: [https://ehs.ucla.edu/special-event-permits](https://ehs.ucla.edu/special-event-permits)

**Alcohol**

UCLA Policy on Alcohol at Events: [http://www.deanofstudents.ucla.edu/Portals/16/Documents/Alcohol Policy.pdf](http://www.deanofstudents.ucla.edu/Portals/16/Documents/Alcohol Policy.pdf)

**Custodial**

UCLA Facilities. Additional custodial services may be required for special events.

**Parking**

UCLA Parking Lot 4 is immediately adjacent to Glorya Kaufman Hall. Campus parking rates are $13.00 per day. See [http://transportation.ucla.edu/](http://transportation.ucla.edu/)

Campus Map: [http://www.ucla.edu/map/](http://www.ucla.edu/map/)