

Stanley Hall: Special Events General Policies & Guidelines

All departments, organizations and groups using Stanley Hall Facilities must adhere to the General Policies and Guidelines in addition to the campus [Rules of Conduct](#). Failure to comply will affect future reservation requests.

Events taking place after normal business hours (6pm weekdays & weekends) will require a Security Patrol Officer (SPO) to be present in Stanley Hall to prevent unauthorized guests from entering lab and hazardous areas. The event coordinator should provide name tags to event attendees, as a way for the SPO to monitor authorized guests at the event.

All special event requests must be approved by QB3 Facilities.

The event coordinator and/or group will be responsible for returning the facility to its normal condition at the conclusion of the event; i.e. returning the B1 Atrium tables and chairs back to the way they were found.

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.

Stanley Hall does not provide tables, chairs or easels for events.

If heavy cleaning is needed after an event, or tables and chairs must be returned to their original place (B1 Atrium), a \$100 fee will be charged to the provided chart string.

Police Services Requests

The Police Service Request Form must be completed, signed and emailed to qb3stanley@berkeley.edu at least 7 days prior to the event. Forms should **NOT** be sent to UCPD directly. Facilities will instruct the SPO where to be stationed during events in order to prevent unauthorized guests from entering lab areas and hallways.

The cost per SPO is \$70.50 per hour, with a 4 hour minimum.

Food and Alcohol

Please Note: No food or drinks are allowed inside the auditoriums/classrooms.

Events serving food/drinks and alcohol will require additional trash, waste or recycle bins to be ordered. The provided chart string will be used by QB3 Facilities to submit a work order for the requested services through Physical Plant Campus Services.

Alcohol: If alcohol will be served, an Application to Serve Alcoholic Beverages must be filled out and will require three approvals: 1) Sponsor Approval 2) Facility Approval 3) UCPD

Approval. During the event the approved sponsor must be present and the alcohol permit must be on hand.

Payments & Cancellation Fees

Campus chart string or check is due no later than 14 days following the room/space approval from QB3 Facilities.

All cancellations must be emailed to Stanley_reservations@berkeley.edu at least 1 week before the event.

Due to the high volume of requests, a cancellation fee of \$100 will be applied to the provided chart string.

Student Groups

Events must be Science & Engineering related and are approved on a case by case basis.

Student groups must be active & registered with lead.berkeley.edu/orgs, which is a Division of Student Affairs. All groups must provide a UC Berkeley Faculty sponsor and/or staff sponsor who will be present during the event.

| Room | RENTAL FEES | | | | |
|-----------------------------|------------------|------------|-------------|----------------|-----------------|
| | Seating Capacity | UC 1/2 day | UC full day | Non-UC 1/2 day | Non-UC full day |
| 105: Large Auditorium | 288 | 550 | 850 | 625 | 950 |
| 106: Small Auditorium | 118 | 400 | 625 | 475 | 700 |
| 177: Multimedia Classroom** | 45 | 250 | 400 | 300 | 500 |
| 179: GA Classroom ** | 30 | 120 | 200 | 150 | 250 |
| B1 Atrium and Terrace * | 200 | 200 | 300 | 275 | 350 |
| 1st Floor Atrium * | 200 | 200 | 300 | 275 | 350 |

* Half cost when renting 105 or 106
 ** Requires two security patrol officers
 1/2 day: 4 hours or less
 Full day: 4-8 hours

- All rooms are equipped with overhead projectors and screens. Some rooms have additional A/V (DVD/VCR, etc.). Other equipment can be rented through Educational Technology Services (ETS) <http://ets.berkeley.edu/>
- Please email stanley_reservations@berkeley.edu if you would like to setup a time to see any of the rooms or atriums.

Stanley Hall Rooms & Atriums

105 Stanley: Berdahl Auditorium



106 Stanley: Lau Auditorium



177 Stanley: Multi-media Room



179 Stanley: GA Classroom



1ST Floor Atrium



B1 Atrium & Outdoor Terrace

