The Li Ka Shing Center (LKSC)

Special Events Policies, Usage Guidelines, & Fee Schedule

(Revised September 2023)

Available Spaces

- **Auditoriums**
  - Usage: LKS 125 and 245 are auditoriums available to reserve for conferences and events based upon availability.
    - Reservations are restricted to LKS building occupants and events hosted by MCB/IB Principal Investigators (PI) of specific value to the occupants of Li Ka Shing. (see "**Special Event Policies**" below for further information)
    - Reservations must be for authorized activities that have a direct programmatic relationship to the purpose of the university department or the mission of the university, and **must not interfere with official university functions or unreasonably disrupt LKS operations**.

- **Lounge Areas**
  - Li Ka Shing Lounge Areas and Conference Rooms are designated only to be used by Li Ka Shing lab members and their guests. While many other UC Employees and members from labs outside of LKS have been given access to attend to duties in the building, these privileges do not transfer to the use of other LKS amenities.

- **LKS 545**
  - Usage: This fifth-floor card key controlled conference room is intended to be used for VIP special events and larger LKS PI reserved needs and has a capacity of 60. This room also includes an outdoor patio area.
    - The room is NOT available for reservation by non-LKS occupants. Each LKS PI is assigned card key access to this room.
- **Lobbies**
  - Usage: First and second floor lobbies may be reserved individually or in conjunction with auditorium events for light refreshments/poster sessions
    - Please see LKS Lobby Policy for specific guidelines.

- **Office Hours**
  - Usage: The first-floor lobby table/whiteboard area may be reserved by LKS occupants and MCB schedulers for the purpose of conducting office hour appointments. Please note *this is a separate reservation from the first-floor lobby area.*

- **LKS Conference Rooms**
  - Spaces:
    - Rooms 215, 315, 415, and 515 have a capacity of 17
    - Rooms 345 and 445 are larger conference rooms with a capacity of 29
  - Usage: The conference rooms are restricted to LKS building occupants only and are NOT intended to be used for academic classes or office hours.
    - For events held where participants do not have LKS access, **it will be the responsibility of the host to provide access to and from the building and room**. Building services will not grant temporary access to elevators or any access points to accommodate events or meetings.
  - Conference rooms may **only** be reserved by personnel on each lab's ***Authorized Scheduler list***. Any reservation made by personnel not on that list is subject to **cancellation without notice**.
  - LKS **245**, **545**, and **125** must be requested through lks_reservations@berkeley.edu and cannot be self-reserved.

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Special Event Policies

- These special event policies pertain to events requests for **245, 125**, and **545**
- All special event requests must be approved by LKS Management. Reservation requests must be sent to lks_reservations@berkeley.edu
- Fees may be assessed for special events sponsored by non-LKS occupants or non-UCB affiliate organizations. (See "**LKSC Special Event Fee Schedule**" below for additional information)
- Requests for LKS 245 or 125 must be approved by the Office of the Registrar or the MCB Department schedulers, respectively.
- If heavy cleaning is needed after an event, the host will be required to provide a chartstring for Custodial Services
- ***Security Patrol Officer (SPO)***
    - Events taking place after normal business hours (645am to 615pm, Mon-Fri during the academic semesters) will require a Security Patrol Officer (SPO) to be present in LKS to prevent unauthorized guests from entering lab restricted areas.
    - An SPO may also be required at the discretion of Senior BDS Management based upon the nature of the event. You will be notified in advance if this applies to your event request.
    - The rate for an SPO for special event assignments (*as of Sept. 22*) is $94 per hour. There is a four-hour minimum.
    - Host must submit a UCPD Security Assessment Form and forward the copy of your responses (this will be emailed to you automatically) to lks_reservations@berkeley.edu to alert us to unlock the building entrance for your event.
- ***Serving Alcohol***
    - In order to serve alcohol, you must complete a UCPD Security Assessment Form. The form will direct you to the proper procedures to complete the request.
    - General Guidelines:
        - 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 on one under 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 7 days in advance. *Notification to UCPD does not guarantee that alcohol service will be approved.*
        - 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

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General Reservation Guidelines

- Reservations in 245 are subject to these General Information guidelines. ***Please review prior to making a request for 245***
- Classrooms and conference rooms are spaces controlled by the Biosciences Divisional Services. BDS reserves the right to deny *unreserved* occupancy at any time.
- All departments, organizations, and groups using the Li Ka Shing Center must adhere to these General Policies and Guidelines in addition to the general assignment classroom Rules of Conduct. Failure to comply may affect future reservation requests and may subject the users to immediate removal from their reserved space.
- The event coordinator and/or group will be responsible for returning the facility to its original condition at the conclusion of the event. This includes returning the first floor lobby (Office Hour area) tables, chairs, and whiteboard to their original location. Failure to return the reserved space to its previous 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 self-provided easels.
- Doors may not 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 State Fire Marshal mandated exit pathways.
- LKS does NOT provide tables, chairs, or easels for events.

LKSC Building Contacts

Tim Thomas, LKSC Building Manager	171 LKS	510-664-4708

Other Useful Contacts

UC Physical Plant 24-hour emergencies	510-642-1032
UCPD Emergency	911 or **510-642-3333** from cell phone
UCPD Non-emergency	510-642-6760
UC Environmental Health & Safety	510-642-3073

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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 building card key access or parking, both of which must be made separately if available and within LKS access policy.

Cancelation Policy

- If you cancel your event but do not cancel your room reservation, you may forfeit your reservation privileges (this includes LKS conference rooms on floors 2-5).
- The Biosciences Divisional Services reserves the right to cancel your reservation due to any misrepresentation of the event, the speakers, or the advertising.
- For special (larger) event reservations, 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/repair beyond normal custodial/maintenance.

Fees

Fees are payable in advance via electronic funds transfer or check.

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

Li Ka Shing Center Special Event 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	N/A	N/A	$200	N/A
125 – Sm. Auditorium	85	$450	$650	N/A	N/A	$100	N/A
545 – VIP Conf. Rm.	60	$250	$400	N/A	N/A	$80	N/A
Floor **1 Lobby**	-	$200	$300	$275	$350	$65	$80
Floor **2 Lobby**	-	$200	$300	$275	$350	$65	$80

*Fees *may* be assessed to non-LKS, UCB affiliates at the sole discretion of BDS Management Non-UCB affiliates (Vendors, etc.) *shall* be subject to a fee assessment
Please contact lks_reservations@berkeley.edu for a fee evaluation