



# Meyerhoff Park

## SCHEDULING AND USE OF MEYERHOFF PARK

Meyerhoff Park is the grassy area east of the Kerckhoff Steps. It has a podium and amplified sound is available.

1. Meyerhoff Park has been designated as a FREE SPEECH AREA. Therefore, organized programs and special events are not appropriate for Meyerhoff Park.
2. Campus organizations, individual students, faculty or staff may reserve the area between 12 and 1 pm for use of amplified sound.
3. Reservations may be scheduled by contacting Kris Kaupalolo in Student Organizations, Leadership & Engagement at [kkaupalolo@saonet.ucla.edu](mailto:kkaupalolo@saonet.ucla.edu).
4. Please provide the following information:
  - Date(s) and Times that you are interested in reserving
  - Does your activity require amplified sound? (provided from 12 – 1p.m. only and 3 day advance notice necessary)
  - Name, phone, and e-mail of the signatory that the events on-line (EOL) application will be sent
  - Expected number of attendees
  - Short description of the speaking event

Once reservation is made an Events On Line (EOL) application will need to be completed by the signatory of the campus organization reserving the space. Please speak with your SOLE advisor if you have any questions regarding appropriate usage of Meyerhoff Park.