Reserving Rooms & Campus Facilities

UCLA Events Online (EOL) is the way to complete an application for rooms and facilities on campus. General instructions for using the system and information on facilities can be found at *www.eol.ucla.edu* .

Process & Procedures:

1. To reserve space on campus, one of the three signatories (Applicant) for an organization calls the appropriate venue scheduler. For classrooms and most outdoor areas contact UCLA Events Office, 168 Kerckhoff Hall. For rooms in the Student Union (Ackerman and Kerckhoff) contact ASUCLA Events, A-level Ackerman Union, the window across from the elevators, 310-206-0832.

2. After the tentative reservation is made, the Applicant will be emailed an online application and instructions for completing it.

3. Once the online application is complete, the Applicant electronically submits it to Events Online. An advisory notification will go out to:
        a.   Your group's SOLE Advisor.
        b.   Other departments as appropriate
Note: If your SOLE Advisor has any questions or concerns about your event they will contact you at this point.

1. Other University officials may review your application if their services are required for your event (e.g. Parking, Central Ticket Office, Fire Marshall, UCPD, etc.) and may add stipulations to your application that you will be notified about via email.

2. Your SOLE Advisor will receive an email copy of the completed application for his/her approval and may also add notes to the application.
The Applicant will receive notification via email on whether or not the application is approved.

www.eol.ucla.edu