



ROOM RENTAL FEES:

These are the current room rental fees for FY20 which ends on June 30, 2020.

	Half Day Rental (4 hours or less)	Full Day Rental (8 hours or less)
Collins Conference Room	\$ 520	\$ 760
Collins Conference Room & Patio	\$ 630	\$ 940
Founders' Room	\$ 375	\$ 520
Founders' Room & Patio	\$ 450	\$ 640
Galleria	\$ 305	\$ 400
Kitchen	\$ 195	\$ 220
Entire Building	\$ 960	\$ 1510

ADDITIONAL FEES:

Depending on the timing and activity of your event, you may incur staffing and cleaning fee.

Staffing fee <i>If your event takes place after 5 p.m. or on a weekend, you will need to have a UCLA Alumni staff member present in the building.</i>	\$35/hour
Cleaning fee <i>Events that have over 50 guests and have catering will incur a cleaning cost.</i>	\$200 – weeknight event \$275 – weekend event

ROOM CAPACITIES:

These are the current room capacities to keep in mind when booking with us.

Downstairs Conference Rooms	Standing	Cocktails	Theater	Rounds	Mixed
Collins Conference Room	250	230	230	150	190
Founders' Conference Room	150	130	120	100	100
Galleria	270	250	n/a	n/a	n/a
Outdoor Patios					
Collins Room Patio	320	300	250	150	200
Founders' Room Patio	200	180	100	90	90
SAA Patio	60	40	50	40	40
Upstairs Conference/Meeting Rooms	Board Meeting Style Seating				
Small Upstairs Conference Room	8				
Large Upstairs Conference Room	15				

Key:

"Standing" ... No seating is provided, set-up is designed to allow guests to walk & mingle as they attend the event.

"Theater" ... Seating is set-up in the same way a theater is layed out, row after row of 5 or more chairs per row.

"Rounds" ... Seating is set around 6ft diameter rounded tables, commonly referred to as banquet style seating.

"Mixed" ... A mix of "Rounds" & "Theater" style seating, usually mixed when an event has a presentation followed by a dinner.

"Board Meeting Style Seating" ... Seating arranged around a rectangular table for meeting purposes.