

Campus Life Funding – Recreation Venues Event Funding (REF)

The Office of the Associate Vice Chancellor for Campus Life administers the allocation of Recreation Venues Event Funding (REF) in support of student activities in Recreation spaces. Open to all Registered Campus Organizations (RCOs) and official student governments (USAC/GSA), REF offsets only the **direct labor** and **custodial costs** related to the use of Recreation venues by student activities/organizations for practices, performances, programs, meetings, and events. No other program/event related expenses are funded by REF (please apply to SSP). All funding allocations will be made on a viewpoint-neutral basis.

Recreation spaces include:

- John Wooden Center
- Pauley Pavilion
- Sunset Canyon Recreation Center
- Los Angeles Tennis Center
- Student Activities Center
- Drake Stadium
- Intramural Field
- Wallis Annenberg Stadium (North Athletic Field)
- Marina Aquatic Center

Deadlines

Applications should be submitted **at least two (2) weeks before the event** in order to ensure consideration. Funding is allocated as applications are received, and all applications will be reviewed for funding eligibility.

Eligibility for REF

Only Registered Campus Organizations (RCOs) or official student governments (USAC/GSA) may receive REF allocations. Any student organization with an outstanding balance with the Recreation Events Office will not be eligible for REF funding.

All programs must meet the following criteria in order to be eligible for REF funding:

- Present a balanced educational perspective
- Demonstrate clear goals and thorough planning
- Adhere to University policies, campus regulations, and established procedures
- A significant number of UCLA students must be involved in the planning and/or participation of the program
- Participation must be open to any interested UCLA student, **without an admission fee**
- **No alcohol** may be served at the program
- Provides a direct benefit to UCLA students
- At least 70% of total participation should be UCLA community members (students, faculty/staff, or other active BruinCard holders)
- Must have approved UCLA Green Events Certification Application for events/meetings with over 125 attendees or any event with food. Please apply here: <https://www.sustain.ucla.edu/green-events> or contact your event manager with any questions.

Cancellations

Please note: REF will not cover cancellation fees or other expenses incurred if a student organization fails to cancel their program/event in a Recreation venue within stated timelines (see policy below). Cancellation fees and any incurred expenses are the responsibility of the student organization that reserved the space. Neither REF nor SSP will fund costs associated with the failure to provide timely cancellation notification.

UCLA Recreation Events Office - Facility Cancellation Policy:

All meetings, small scale banquets, and practices must be canceled no later than three (3) business days prior to the event date. If this deadline is not met, the student organization runs the risk of being responsible for all costs associated with the event and may forfeit any campus funding for these costs.

All larger scale events must be canceled no later than ten (10) business days prior to the event date. If this deadline is not met, the student organization will be responsible for all costs associated with orders the venue manager is unable to cancel.

No Shows:

If a student organization does not show up for their program/event and does not cancel per the policy, any expenses incurred by UCLA Recreation Events Office will be the responsibility of the student organization.