



FACILITY RENTAL PROCEDURES

The Magnes Collection of Jewish Art and Life (“The Magnes”) has designated spaces that may be available by reservation for events, both during and after public hours. Facilities must be used in accordance with all federal, state, and local laws, including ADA regulations, as well as in accordance with University policies and procedures. Please see [Rules of Conduct In Campus Buildings](#) for details.

Facility use priority will be given to the scheduling of The Magnes’ programs and activities. Funds collected for event rentals will be used to support the education mission of The Magnes. Spaces at The Magnes may be requested up to one year and no less than six weeks in advance.

For a full list of space descriptions and rental rates, please see “Rental Spaces, Availability, and Fees.” For a full description of Facility Regulations, please reference our “Facility Rules of Use.”

Facility Request and Reservation Process

1. If you would like to request space at The Magnes, please complete and return the Facility Use Inquiry form to magnes@berkeley.edu. Submission of a Facility Use Inquiry form does not guarantee a reservation. Requests are processed in the order received.
2. Some events also require submission of a “UCPD Special Events Security Assessment” form. The Magnes’ Facility and Rental Events Manager will notify you if your request requires this additional step.
3. If The Magnes can accommodate your request, The Magnes’ Facility and Rental Events Manager will send you additional information, including a Facility Use Permit and an invoice for 50% of the Facility Use Fee. The Facility Use Permit must be signed and returned to The Magnes with a Certificate of Insurance within 14 days of receipt.

Note: Facility Use Fees are calculated based on available information at the time of reservation. If additional services (security, audio/visual, etc.) are required, additional fees will apply.

4. Reservations are not considered confirmed until a signed Facility Use Permit, Certificate of Insurance, signed Rules of Use document, and nonrefundable 50% deposit have been received and processed by The Magnes. The Magnes will contact you in writing to confirm your reservation.
5. The Magnes retains the right to book concurrent events onsite in different spaces. The Magnes will make reasonable efforts to avoid conflicts when there is more than one group on the premises at the same time.
6. Cancellations will be accepted via email to magnes@berkeley.edu at any time prior to an event; however, the remaining 50% of the full rental amount will be billed if cancellation occurs within 30 days of the event.

Invoices and Billing

A nonrefundable 50% deposit is due upon return of signed Facility Use Permit and Certificate of Insurance. Invoices for balances due are generated the day after the event (or the day of cancellation, if within 30 days of the event date) and sent via e-mail. We accept checks payable to “UC Regents” and mailed to The Magnes.

Final payment is due no later than 30 days after the event. Groups with outstanding balances past 60 days are not eligible to hold reservations, and the outstanding amounts may be sent to collections.