Event and Amplified Sound Guidelines
Baggins End & Tri-Cooperatives

Event guidelines were established in 2006 to outline the Event Request process. Residents may hold formal or informal gatherings, parties, or events in or around their residence. The following guidelines are intended to assist residents/event coordinators.

1) **Advance written approval from Student Housing is required for an event if any of the following apply:**
   a) The number of anticipated participants is more than double the number of occupant spaces
   b) The event is an “open house” in which the number of participants cannot be anticipated. This includes events advertised via the radio, newspaper, or internet.
   c) There is any form of amplified sound outdoors;
   d) There is a live music or DJ indoors;
   e) There is on-campus fundraising by a student organization or resident.

2) **Event Request must be submitted at least 14 calendar days in advance of the proposed event (and prior to any publicity and/or invitation) to SCHA.** 
   Large Scale Events (e.g. fundraisers, concerts, cook-offs, etc.) require a minimum of 45 days advance notice.
   - **LARGE SCALE EVENTS:** These events (e.g. Fundraisers, Concerts, Cook-Offs, etc.) require additional planning to be successful and the following should be kept in mind:
     - Large Scale events include but is not limited to:
       - Fundraising events
       - Performers, DJ’s, or Concerts
       - Cook-Offs and BBQ’s with more than 75 people
     - At least 3 months planning is suggested to provide enough time for University approval
       - FALL EVENTS (September – November) – Planning should begin by May/June
       - WINTER EVENTS (January – March) – Planning should begin by October
       - SPRING EVENTS (April – June) – Planning should begin by January
     - Events may require meeting with:
       - UCD Police Department and Fire Marshal to review logistics (e.g. stage layout, capacity, evacuation routes, etc.)
       - Aggie Hosts to determine if security is necessary for the event
       - EH&S regarding food handling requirements

   **WE RESERVE THE RIGHT TO DENY ANY EVENT.**

3) **Event approval is conditioned on Baggins End & Tri-Cooperatives:**
   a) Currently not the subject of any disciplinary action,
   b) Having no delinquent accounts with the University or SCHA;
   c) No outstanding Fire or Environmental Health and Safety (EH&S) issues to be corrected;
   d) Hiring Cal Aggie Hosts at group expense, if required.

   Event approval may be revoked if, prior to the event, there are actions by the group or any of its members that violate the Ground Lease Operating Agreement or University policies.

4) **Amplified Sound Permit Request should be submitted with event request if there will be any use of amplified sound outdoors. Please keep in mind the following:**
   a) Amplified sound cannot exceed 4 hours in duration
b) Ending times of events must be scheduled to allow for guest departure prior to the beginning of quiet hours
   - Sunday – Thursday: 10pm-8am
   - Friday and Saturday: 12am-8am

c) The positioning of speakers, atmospheric conditions, and buildings can greatly influence the effect of the amplification. All speakers must be at ground level. Speakers on stands are allowed but must be stand directly on the ground and cannot exceed 6ft tall.

d) The time of year (finals, summer time), evening of the event (weekday or weekend), and that as the night progresses things quiet down and the sound from your event is more readily heard by others.

e) Sound carries, and the proximity of other housing areas should be considered.

f) **Event Coordinator named on the permit should always be present** at the event in case of a noise complaint by UCD Police Department. The Event Coordinator may get a call on the cell phone number listed on the event request first.

g) **In order for a Band, DJ, etc. to perform at an event on campus**, approval must be obtained from Student Housing and SCHA. It is suggested that you plan large scale events at least 3 months prior to the event. Please review the guidelines for Large Scale Events above. The following will be necessary for approval:
   - Submit an Amplified Sound Permit Request a minimum of 30 calendar days in advance of the event.
   - Meet with the UCD Police Department and Fire Marshal
   - Work with Aggie Hosts to provide security for event

h) The Event Coordinator is responsible for the actions of any DJ or band.

5) Event Request Questions:
   - **Event will include amplified sound?**
     - Any use of amplified sound outdoors must complete the Amplified Sound Permit Request and submit it with the Event Request. More information can be found in the Event and Amplified Sound Guidelines.
   - **Guests will be personally invited to this event?**
     - Advanced written approval is required for an event that has more attendees than double the number of occupant spaces, even if these invitees are applicants, alumni, other groups, family or friends. If an invitation is sent to each potential guest, attach a sample copy of this invitation.
   - **Public Invitation?**
     - For these types of events, it is important to assure methods to control the size and behavior of the guests. The number of guests must be monitored at the door or area and limited to the number indicated on the Event Request. The Event Coordinator is responsible for denying entry or removing from the facility anyone under the influence of alcohol and/or drugs or displaying disruptive behavior. Please enclose a copy of the proposed text on any form of advertising, including flyers, tabling or table tents, ads in the Cal Aggie or other newspapers, handbills, A-frames, posters or banners.
   - **Funds to be collected?**
     - In such cases, approval is required by the Campus for Student Involvement (CSI), and should be submitted with the Event Request. If the event is a fundraiser with another registered student organization, an approval from CSI is required for each group.
   - **Food to be served?**
     - If food will be catered, check the web to be sure it’s an approved caterer [http://www.cevs.ucdavis.edu/dept_cont/caterers/](http://www.cevs.ucdavis.edu/dept_cont/caterers/). It is considered catering if a business comes on to University property to serve food.
   - **Will alcohol be furnished to guest of legal age?**
     - See Alcohol policy for more details.
   - **Event Co-Sponsored?**
Please list any groups or organizations that will be co-sponsoring the event.

- Will your guests need parking?
  - Guests attending Baggins End & Tri-Cooperatives events must park off-site. UCD Parking Lots 25, 30, and 35 are recommended for evening and weekend events. The cost is $7 for the calendar day purchased, Monday through Friday from 7am-10pm. The Event Coordinator must inform guests of this requirement on the invitation and any permitted advertising. Cars parked in the Orchard Park, Russell Park, Atriums, LaRue Park parking lots, or Baggins End & Tri-Cooperatives property without an appropriate parking permit or guest parking pass will be ticketed by TAPS. Parking during day of home football games may alter available guest parking available on campus.

- Will there be any theme or decorations at this event?
  - Any event involving use of a theme must comply with the following policy taken from the Center of Student Involvement Policies. Registered student organizations must not present their activities in a manner which tends to promote degrading or demeaning social stereotypes based on race, ethnicity, national origin, gender, sexual orientation, religion, or disability. To do so is to put at risk any and/or all of the privileges of registration as a student organization of UC Davis. The UC Davis Principals of Community should always be considered when planning an event. These can be viewed at http://principles.ucdavis.edu.

In determining whether an action or activity is degrading or demeaning within the meaning of the policy, the theme and the totality of circumstances surround the action or activity shall be considered in light of the follow:

1. Does the activity reinforce stereotypes which should reasonably be understood to have historically prevented disadvantaged persons in our society from reaching their full potential?
2. Are the circumstances associated with the action or activity (e.g. advertisements, decorations, garb of the participants, etc.) of the type which should reasonably be recognized as likely to exacerbate the negative connotations of the theme itself?
3. Are the above circumstances, or any of them, exacerbated by negative behavior associated by the consumption of alcohol?
4. Does the registered student organization have a history of holding events where negative behavior associated with consumption of alcohol or public drunkenness has occurred?
5. Does the information available suggest that the theme, advertisements, decorations, or garb were chosen to mock or degrade the group(s) associated with the theme?
6. Does the information available suggest that the theme, advertisements, decorations, or garb of the activity were chosen with the intent to incite breaches of the peace or disorder within the campus community, or under circumstances which suggest that such breaches of the peace or disorder in the campus community were understood as likely to result?

6) Student Housing will notify the Event Coordinator if the event was approved or denied. A copy of the event request will be made available at the Student Housing office or a scanned copy will be emailed to the event coordinator. These forms should be kept available at the event.

7) During and after an approved event:
a) During an event, University staff/SCHA shall be permitted to enter the premises to verify compliance with established policies. Any violations may result in the immediate closure of the event, loss of future privileges, disciplinary proceedings, or other action.

b) Exterior cleanup must be completed within 24 hours after the event. Failure to meet this requirement may result in charges or fines to the group, for clean up by campus and/or loss of future privileges.

Holding events are a privilege and not a right. UC Davis Cooperatives must follow all SCHA lease requirements as well as UC Davis Student Standards of Conduct, rules, policies and procedures. Questions regarding hosting events or the approval process should be directed to SCHA or Faye Perata, Student Housing Office, 752-2033.