

Event and Amplified Sound Guidelines

Baggins End & Tri-Cooperatives

Please note that holding events in on-campus housing is a *privilege*, not a right. Questions regarding the event request process should be directed to the SCHA Member Services Coordinator, or Kayla Koenigshof, Student Housing: 752-0272.

1) Advance written approval from Student Housing is required for an event if any of the following apply:

- Alcohol is present
- The event is “open,” or an event in which the number of participants cannot be anticipated. “Open” means it is open to the public and there is no defined guest list. This includes events advertised via flyers, social media platforms, or any public forum.
- There is any form of amplified sound outdoors
- There is a live music or DJ indoors
- An off-campus vendor or performer is brought on campus
- There is on-campus fundraising by a student organization or resident

2) Event Requests must be submitted at least 21 calendar days in advance of the proposed event (and prior to any publicity and/or invitation) to SCHA.

→ **LARGE SCALE EVENTS:** *These kinds of events require working with various Campus Departments, which can extend planning and approval time significantly.* The following should be kept in mind:

1. Large Scale events include but are not limited to:
 - Fundraising events
 - Performers, DJ’s, or Concerts
 - Cook-Offs and BBQ’s with more than 75 people
 - Bringing off-campus vendors and performers on campus
2. 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

WE RESERVE THE RIGHT TO DENY ANY EVENT.

3) Other requirements for event approval:

- Currently not the subject of any disciplinary action
- Having no delinquent accounts with the University or SCHA
- No outstanding Fire or Environmental Health and Safety (EH&S) issues to be corrected
- 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:

- Amplified sound cannot exceed 4 hours in duration
- Events must be scheduled to allow enough time for guests to leave before the following quiet hours begin:
 - Sunday – Thursday: 10pm-8am
 - Friday and Saturday: 12am-8am
- All speakers must be at ground level and are not allowed to be used off of balconies. Speakers on stands are allowed but, the stands must be placed directly on the ground and cannot exceed 6ft tall.
- The proximity of other housing areas should be considered
- **Event Coordinator named on the permit should always be present** in order to speak with UCD Police Department in the event of a noise complaint. The Event Coordinator may get a call at the number they listed on the event request first.
- **In order for a Band, DJ, etc. to perform at an event on campus**, approval must be obtained from Student Housing and Tandem well in advance of the event. It is suggested that you begin planning large scale events at least 3 months prior to the event. Please review the guidelines for Large Scale Events above. If you fail to plan far enough in advance, the event may need to be changed or postponed. The following will be necessary for approval:
 - Submit an Amplified Sound Permit Request far in advance of the event
 - Meet with the UCD Police Department and Fire Marshal
 - Work with Aggie Hosts to provide security for event

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

5) Event Request Questions:

- **Are there cohosts?**
 - List any groups or organizations that are helping to plan the event.
- **Will there be any theme or decorations at this event?**
 - Event themes must comply with the following policy, taken from the Center of Student Involvement. Registered student organizations cannot 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*. Groups that violate this policy risk losing any and/or all of the privileges of registration as a student organization of UC Davis. The UC Davis Principles of Community should always be considered when planning an event: <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 following:
 - Does the activity reinforce stereotypes which should reasonably be understood to have historically prevented disadvantaged persons in our society from reaching their full potential?
 - 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?
 - Are the above circumstances, or any of them, exacerbated by negative behavior associated by the consumption of alcohol?
 - Does the registered student organization have a history of holding events where negative behavior associated with consumption of alcohol or public drunkenness has occurred?
 - 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?
 - 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?

- **Will alcohol be present/served to participants 21 and over?**
 - **If approved, event will require the following:**
 - Food and non-alcoholic beverages must be served
 - Must be a “closed” event
 - Cannot exceed 4 hours in duration
 - Cannot have a “cover charge,” or any other sort of entrance fee
 - You must provide a guest list a minimum of 2 business days prior to the event
- **Are you bringing any off-campus vendors onto campus for your event?**
 - All off-campus vendors need to be approved by the University prior to an event.
- **Will 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.
<http://csi.ucdavis.edu/student-organizations/fundraising/>
- **Will Food/Beverages 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/. It is considered catering if a business comes on to University property to serve food.
 - If you are preparing the food yourself and there are more than 75 people in attendance, additional time (45 days) is required for the planning and additional information is needed for approval including but limited completing a **Food Information Form** and meeting with Environmental Health and Safety.

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:

- 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.
- 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.