Baggins End & Tri-Cooperative Event Request Form

Event requests must be submitted at least 21 calendar days in advance to the SCHA.

*Large Scale Events take more time, as they require approval from several campus departments.

- Baggins End Domes
- Tri-Cooperatives All -
- DSC (TB-13)
- Pierce (TB-14)
- Ag Effort (TB-15)

Event Coordinator: ___________________________ Date Submitted: ______________

Number of Participants: Residents: ________ Guests: ______________ TOTAL: ________________

How will guests be invited?
- Social Media
- Email Invite
- Flyer
- Text Message

⇒ You must provide a final copy of ALL forms of advertisement.

Location:
- Baggins End Domes
- Tri-Cooperatives All -
- DSC (TB-13)
- Pierce (TB-14)
- Ag Effort (TB-15)

Date of Event: ______________________________ Starting Time: ______________________ Ending Time: _____________________

Specific Description of the Event (include the title):
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Will this event have a theme or decorations?
- YES
- NO

Please describe the theme and decorations:________________________________________________ ____________________________________________

Please check the box that describes your event:

- Open Event: One that is advertised via flyers, texts, and social media, and the number of participants cannot be anticipated.
- Closed Event: One that is advertised to an exclusive audience, and includes a guest list.

If this is a closed event, please describe your method of limiting access:
________________________________________________________________________________________________________________________________________________

Please answer the following questions:
*Events with alcohol require food to be served, must be “closed” and provide a guest list, and may not exceed 4 hours.

YES NO
- Will alcohol be present at this event? If yes, describe the method of distribution (be specific): ______________

- Are you using any off-campus vendors at your event? This includes DJs and musicians.

- Have you arranged for Aggie Hosts to provide security for your event? Date submitted: ______________________


- (For closed events with alcohol) Do you agree to submit a guest list at least two days prior to the event?

- Will the event include amplified sound?
- DJ
- Recorded Music
- Live Music
- Speaker

If yes, you must attach the Amplified Sound Permit Request.

- Will funds be collected?
- Donations
- Admission
- Ticket Sales
- Dues
- Other (t-shirts, bake sale, etc.):

If yes, attach copy of approved fundraiser form from Center for Student Involvement:

http://csi.ucdavis.edu/student-organizations/fundraising/

- Will Food/Beverages be served?
- Buffet
- Plated Meal
- Light Refreshments only
- Other (be specific):

If yes, catered by:
- Self-catered/potluck – Details: _________________________________________________________________
- Approved caterer – Who?

List of approved caterers: http://www.cevs.ucdavis.edu/dept_cont/caterers/

- Proposed menu attached
Please print legibly: Event Coordinator: ________________________________________________________________

Cell Phone Number: ___________________________ Email Address: ________________________________

By signing below, the Event Coordinator indicates that the *Baggins End & Tri-Cooperatives Event Guidelines* have been read and agreed to. During the event, University and/or SCHA staff shall be permitted to enter the premises to verify compliance with established policies. The UCD Police Department will be notified should assistance be needed to enforce compliance with these guidelines. The Event Coordinator will be at the phone number listed above throughout the event.

I understand that the event coordinator and my contact information will be provided to our neighbors.

_________________________________________                  _________________________________________
Signature of Event Coordinator          Date

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**OFFICE USE ONLY**

**Documentation Included**
- Forms of advertisement-invitation text, copy of flyer, screenshot of facebook event, etc.
- Documentation of Aggie Host Security
- Amplified Sound Permit Request
- Approved Fundraiser Form
- Guest List, if Closed Event with Alcohol
- Proposed Menu
- Other: __________________________________________________________

- Approved
- Condition(s): __________________________________________________________

- Denied on the basis of: __________________________________________________________

_________________________________________                  _________________________________________
SCHA Staff Signature          Date

_________________________________________                  _________________________________________
Student Housing Staff Signature         Date

Copies to:  □ SCHA □ Event Coordinator □ SH □ Police □ Real Estate Services