

RETURN FORM TO SCHA

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: _____
http://police.ucdavis.edu/divisions_services/campus_security/AHSServiceRequestForm.pdf

 (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/](http://www.cevs.ucdavis.edu/dept_cont/caterers/)

Proposed menu attached

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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

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