Baggins End & Tri-Cooperative Event Request Form

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

- 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:  □ Indoor   □ Outdoor

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):
_____________________________________________________________________________________

□ □ Will off-campus vendors be at your event? (Including 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  □ Speakers

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  

Student Event Coordinator: ______________________________________________________________

Cell Phone Number: ___________________________  Email Address: ________________________________________________

By signing below, the Event Coordinator indicates that the Baggin 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

SCHA Staff: Signature indicates that forms are complete, and that the event request complies with the ground lease agreement and campus policies.

________________________________________________________________________  __________________________________________
SCHA Staff  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
☑ Proposed Menu
☑ Other: ________________________________________________________________

☑ Approved  ☐ Condition(s): ________________________________________________________________

____________________________________________________________________________________
____________________________________________________________________________________

☑ Denied on the basis of: ________________________________________________________________

____________________________________________________________________________________
____________________________________________________________________________________

_________________________________________                  _________________________________________
Real Estate Services          Date

_________________________________________                  _________________________________________
Student Housing and Dining Services         Date