RETURN FORM TO Russell and La Rue Park Rental Office

La Rue Parkway Living Group Event Request Form

*Events must be submitted at least 21 calendar days in advance to the Russell and La Rue Park Rental office.*

*Large Scale Events take more time, as they require approval from several campus departments. See Event Guidelines for recommended timelines.*

Group Requesting: _________________________________ Date Submitted: ____________________________

Cohosts: ________________________________________

Number of Participants:       Residents: ________     Non-resident Members: ________     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.

House:  ☐ 100 Pkwy Cir.  ☐ 200 Pkwy Cir.  ☐ 310 Pkwy Cir.  ☐ 320 Pkwy Cir.  ☐ 330 Pkwy Cir.  ☐ 340 Pkwy Cir.  ☐ 400 Pkwy Cir.  ☐ 500 Pkwy Cir.

Event will be held:  ☐ Indoors  ☐ Outdoors  ☐ Combined

*Courtyard and shared lawn are not permitted event spaces.*

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 exclusively, and includes a method to limit the number of attendees.

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.

☐ YES  ☐ NO

If yes, who?

If you answered YES to any of the above questions, you are required to show documentation of approval from your National Organization.

☐ YES  ☐ NO

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


☐ YES  ☐ NO

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

☐ YES  ☐ NO

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

If yes, you must attach Amplified Sound Permit Request.

☐ YES  ☐ NO

Is this a Rush/Recruitment event?

☐ YES  ☐ NO

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/


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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 and House Manager or President indicate that the La Rue Parkway Living Group Event Guidelines have been read and agreed to. During the event, University and/or Russell & La Rue Park 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 chapter president and my contact information will be provided to our neighbors.

________________________________________________________________________
Signature of Event Coordinator  Signature of House Manager/President  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
□ Rush/Recruitment event proposed text/flyer
□ Approved Fundraiser Form
□ Guest List, if Closed Event with Alcohol
□ Approval from National Organization (events with alcohol or off-campus vendors)
□ Proposed Menu
□ Other: ___________________________________________________________________________

Forward Scan Copy(s) to:  □ Office of Sorority and Fraternity Life  □ Student Housing

________________________________________________________________________
Russell and La Rue Rental Office Staff Signature  Date

________________________________________________________________________
Student Housing Staff Signature  Date

□ Approved  □ Condition(s): ____________________________________________________________________

________________________________________________________ Due by: __________________________

□ Denied on the basis of: ____________________________________________________________________

Copies to:  □ R&LRP  □ Event Coordinator  □ SH  □ Police  □ OSFL