RETURN FORM TO Russell and La Rue Park Rental Office

La Rue Parkway Living Group Event Request Form

Event requests 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:	_Date Submitted:			
Cohost	s:								
Number of Participants: Residents:			Non-resident Members:		Guests:	ТО	TOTAL:		
How w	vill guest	s be invited?	Media	🗖 Email Invit	te 🛛 Flye	r 🕻	Text Mes	sage	
		➔ You must provide a	final copy of A	ALL forms of ac	lvertisement.				
House:		100 Pkwy Cir.330 Pkwy Cir.) Pkwy Cir .) Pkwy Cir.	310 Pkwy Cin400 Pkwy Cin	. C	-		
Event will be held:		eld: 🛛 Indoors	🗖 Out	tdoors	Combined	event spaces.			
Date of Event:			Startin	ıg Time:		Ending Time:			
Specifi	c Descri	ption of the Event (include t	he title):						
		have a theme or decorations the theme and decorations							
Please	check tł	ne box that describes your e	vent:						
🗆 Ope	en Even	t : One that is advertised via	flyers, texts, ar	nd social media,	and the number of	participant	s cannot b	e anticipated	
🗆 Clos	sed Eve	nt : One that is advertised ex	clusively, and	includes a meth	od to limit the num	ber of atten	idees.		
If this i	is a close	ed event, please describe you	ur method of li	miting access:					
Please	answe	r the following questions:							
		lcohol require food to be ser	ved, must be "	closed" and pro	vide a guest list, an	d may not e	exceed 4 ho	ours.	
YES	NO □	Will alcohol be present at this event? If yes, you must complete the Third Party Vendor Form.							
		Are you using any off-campus vendors at your event? This includes DJs and musicians.							
		If yes, who? → If you answered YES from your National O			you are required to	o show doc	umentation	of approval	
		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?						event?	
		Will the event include amplified sound?							
		Is this a Rush/Recruitment event?							
	 Will funds be collected? Donations Admission Ticket Sales Dues Other (t-shirts, bake sale, etc.): 								
		If yes, attach copy of app http://csi.ucdavis.edu/stu	proved fundra	aiser form from	Center for Stude	nt Involver	nent:		
		Will Food/Beverages be s	erved?	Buffet	Plated Meal	🖵 Light R	efreshmen	ts only	
				Other (be spec	ific):				

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If yes, catered by:	□ Self-catered/potluck – Details:								
	□ Approved caterer – Who?	evs.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 <i>La Rue Parkway Living Group Event Guidelines</i> 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							
DFFICE USE ONLY Documentation Included Forms of advertisement-invitation text, copy of flyer, screenshot of Facebook event, etc. Rush/Recruitment event proposed text/flyer Amplified Sound Permit Request Guest List Approval from National Organization (events with alcohol or off-campus vendors) Third Party Vendor Form Proposed Menu Documentation of Aggie Host Security Approved Fundraiser Form Other:									
Forward Scan Copy(s) to:	Office of Sorority and Fraternity	Life Student Housing							
Russell and La Rue Rental Office Staff	Signature I	Date							
Student Housing Staff Signature	 [Date							
Approved Condition(s):									
		Due by:							
Denied on the basis of:									