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:							
_											
					Guests:	TOTAL:					
How v	vill guests b	e invited?	☐ Social Media	a □ Email Invite	☐ Flyer	☐ Text Message					
	-	You must p	orovide a final o	copy of ALL forms of adv	ertisement.						
House: Event will be held:			Pkwy Cir. Pkwy Cir.	□ 200 Pkwy Cir .□ 340 Pkwy Cir.	☐ 310 Pkwy Cir.☐ 400 Pkwy Cir.	. 🖵 500 Pkwy Cir.					
		: 🗖 Indo	ors	☐ Outdoors	☐ Combined	*Courtyard and shared lawn are not permitted event spaces.					
Date of Event:				Starting Time:		Ending Time:					
Specif	ic Descriptio	on of the Event	(include the titl	e):		-					
		ve a theme or d		□YES □NO							
			oes your event:								
				, texts, and social media, a	nd the number of p	participants cannot be anticipated					
□ Clo	sed Event:	One that is adv	vertised exclusiv	rely, and includes a method	to limit the numb	per of attendees.					
				thod of limiting access:							
			•	J							
	ts with alcol	-	d to be served, n	nust be "closed" and provi vent? If yes, describe the n	-	I may not exceed 4 hours.					
	-			and are at rown around? This	s in alte day Dig and						
u	I	Are you using any off-campus vendors at your event? This includes DJs and musicians. If yes, who? → If you answered YES to any of the above questions, you are required to show documentation of approva from your National Organization.									
		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?									
			nclude amplified at attach Amplif	l sound? DJ Refied Sound Permit Reque	ecorded Music	☐ Live Music ☐ Speaker					
		Is this a Rush/Recruitment event?									
	□ V	☐ Will funds be collected? ☐ Donations ☐ Admission ☐ Ticket Sales ☐ Dues ☐ Other (t-shirts, bake sale, etc.):									
			opy of approve	d fundraiser form from (Center for Studen	t Involvement:					

RETURN FORM TO Russell and La Rue Park Rental Office 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 ----II ----II - B--- B----I Offi-- St--ff Si----t---

Russell and La	Rue Rental Office S	tam Signature	2	Date				
Student Housi	ng Staff Signature			—— Date				
☐ Approved	☐ Condition(s):							
			Due by:					
☐ Denied on t	he basis of:							
	Copies to:	☐ R&LRP	☐ Event Coordinator	☐ SH	☐ Police	□OSFL		
							Updated 7/16	