

RETURN FORM TO Russell and La Rue Park Rental Office

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.
- 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

Date

Student Housing Staff Signature

Date

Approved Condition(s): _____

_____ Due by: _____

Denied on the basis of: _____