La Rue Parkway Living Group Event Request Form

Group Requesting: ____________________________________________________________ Date Submitted: ____________________________

Name of Event: _______________________________________________________________ Type of Event (be specific): ____________________________

Location of Event:  
- 100 Pkwy Cir.  
- 200 Pkwy Cir.  
- 300 Pkwy Cir.  
- 310 Pkwy Cir.  
- 320 Pkwy Cir.  
- 330 Pkwy Cir.  
- 340 Pkwy Cir.  
- 400 Pkwy Cir.  
- 500 Pkwy Cir.

Date of Event: ___________________________  Starting Time: ______________________  Ending Time: _____________________

Description of the Event (be specific): ___________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________

Number of Participants:  Residents: ________  Non-resident Members: ________  Guests: ________  TOTAL: _______________

How will guests be invited?  
- Social Media  
- Email Invite  
- Flyer  
- Other (be specific) _________________________________________________________________________

Please provide final copy of the written message, social media post, or flyer.

Please answer the following questions:

YES    NO

- Will the event include amplified sound?  
  - DJ  
  - Recorded Music  
  - Live Music  
  - Speaker  
  If yes, you must attach Amplified Sound Permit Request.

- Is this a Rush/Open House event?  If yes, how is event publicized? ____________________________
  Attach a copy of all methods with final written text

- Will Food/Beverages be served?  
  - Buffet  
  - Plated Meal  
  - Light Refreshments only  
  - Other (be specific): ____________________________

  If yes, catered by:  
  - Self-catered/potluck – Details: __________________________________________________________
  If more than 75 participants, a Food Information Form and/or EH&S inspection may be required
  http://safetyservices.ucdavis.edu/ps/fsph/minimumRequirements

  - Approved caterer – Who? _________________________________________________________________
  List of approved caterers: http://www.cevs.ucdavis.edu/dept_cont/caterers/

  - Proposed menu attached

- Will alcohol be served to participants 21 and over?  
  If yes, it is required you have food available at your event & the event cannot be open to public.
  How will the alcohol be distributed? ____________________________

- 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/

- Are you bringing any off-campus vendors onto campus for your event?  
  If yes, who? __________________________________________________________

- Will you have security for your event?  
  If yes, who? __________________________________________________________

If you answered YES to any of the above questions, you are required to show your insurance will cover this event.  
Please attach documentation that confirms this event is covered by your organization insurance.
Please answer the following questions:

YES   NO

☐ ☐ Is the event Co-Sponsored? If yes, list the group(s) name: ________________________________

☐ ☐ Will guests need parking? If so, all Tandem Properties and UC Davis parking restrictions will apply.

☐ ☐ Will there be any theme or decorations at this event? If yes, describe: ________________________________

Please print legibly: Event Coordinator: ________________________________

Cell Phone Number: ________________________________ Email Address: ________________________________

Submit at least 14 calendar days in advance to the Russell and La Rue Park Rental office. Large Scale Events (e.g. fundraisers, concerts, cook-offs, etc.) require a minimum of 45 days advance notice see Event Guidelines for more details.

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

☐ Invitation text or copy of flyer
☐ Amplified Sound Permit Request
☐ Rush/Open House event proposed text/flyer
☐ Approved Fundraiser Form
☐ Proof of insurance coverage
☐ 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): __________________________________________________________

☐ Denied on the basis of: ____________________________________________________________

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

Updated 9/15