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: _____________________________

Cohosts: _________________________________________________________________________________________________________________________________

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

How will guests be invited? www

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

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?

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/Recruitment event?

 

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/

Will Food/Beverages be served?  Buffet  Plated Meal  Light Refreshments only

 Other (be specific): ____________________________________________________________

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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:______________________________________________________________________________