

**RETURN FORM TO SCHA**

**Baggins End & Tri-Cooperative Event Request Form**

**Event requests must be submitted at least 21 calendar days in advance to the SCHA.**

\*Large Scale Events take more time, as they require approval from several campus departments.

Baggins End Domes     Tri-Cooperatives All -  DSC (TB-13)     Pierce (TB-14)     Ag Effort (TB-15)

**Event Coordinator:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

Number of Participants: Residents: \_\_\_\_\_ Guests: \_\_\_\_\_ TOTAL: \_\_\_\_\_

How will guests be invited?     Social Media           Email Invite           Flyer           Text Message

➔ **You must provide a final copy of ALL forms of advertisement.**

Location:  Indoor           Outdoor

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 to an exclusive audience, and includes a guest list.

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, describe the method of distribution (be specific): \_\_\_\_\_  
\_\_\_\_\_

          Will off-campus vendors be at your event? (Including DJs and musicians): \_\_\_\_\_

          Have you arranged for Aggie Hosts to provide security for your event?    Date submitted: \_\_\_\_\_  
[http://police.ucdavis.edu/divisions\\_services/campus\\_security/AHSServiceRequestForm.pdf](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?

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

          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): \_\_\_\_\_

**If yes, catered by:**     Self-catered/potluck – Details: \_\_\_\_\_  
 Approved caterer – Who? \_\_\_\_\_  
*List of approved caterers: [http://www.cevs.ucdavis.edu/dept\\_cont/caterers/](http://www.cevs.ucdavis.edu/dept_cont/caterers/)*

Proposed menu attached

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**Please print legibly** Student Event Coordinator: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

By signing below, the Event Coordinator indicates that the *Baggins End & Tri-Cooperatives Event Guidelines* have been read and agreed to. During the event, University and/or SCHA 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 event coordinator and my contact information will be provided to our neighbors.

\_\_\_\_\_  
Signature of Event Coordinator                      Date

SCHA Staff: Signature indicates that forms are complete, and that the event request complies with the ground lease agreement and campus policies.

\_\_\_\_\_  
SCHA Staff    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
- Approved Fundraiser Form
- Guest List, if Closed Event
- Proposed Menu
- Other: \_\_\_\_\_

Approved     Condition(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Denied on the basis of: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Real Estate Services    Date

\_\_\_\_\_  
Student Housing and Dining Services    Date