## **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? ☐ Social Media ☐ Email Invite ☐ Flyer ☐ Text Message → You must provide a final copy of ALL forms of advertisement. □ 310 Pkwy Cir. House: □ 100 Pkwy Cir. **□** 200 Pkwy Cir . □ 320 Pkwy Cir. □ 500 Pkwy Cir. □ 330 Pkwy Cir. ☐ 340 Pkwy Cir. ☐ 400 Pkwy Cir. \*Courtyard and shared lawn are not permitted Event will be held: ☐ Indoors □ Outdoors ☐ Combined event spaces. Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Date of Event: \_\_\_\_\_ 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 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 ves. 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: \_\_\_\_\_ 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? ☐ DI Will the event include amplified sound? ☐ 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/

☐ Buffet

☐ Plated Meal

☐ Other (be specific): \_\_\_\_\_

Will Food/Beverages be served?

☐ Light Refreshments only

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If yes, catered by:	☐ Self-catered/potluck - Details:	
	☐ Approved caterer – Who?	cevs.ucdavis.edu/dept_cont/caterers/
	☐ Proposed menu attached	
Please print legibly: Event Coordinator:		
Cell Phone Number:	Email Address:	
Event Guidelines have been read an permitted to enter the premises to	d agreed to. During the event, Univer, verify compliance with established ped to enforce compliance with these g	ent indicate that the <i>La Rue Parkway Living Group</i> rsity and/or Russell & La Rue Park staff shall be policies. The UCD Police Department will be guidelines. The Event Coordinator will be at the
I understand that the chapter presi	dent and my contact information will	l be provided to our neighbors.
Signature of Event Coordinator	Signature of House Manager	r/President Date
	OFFICE USE ONLY	
□ Rush/Recruitment event proposed □ Amplified Sound Permit Request □ Guest List □ Approval from National Organizat □ Third Party Vendor Form □ Proposed Menu □ Documentation of Aggie Host Secu	ion (events with alcohol or off-campus	vendors)
Forward Scan Copy(s) to:	Office of Sorority and Fraternit	ty Life
Russell and La Rue Rental Office Staff	f Signature	Date
Student Housing Staff Signature		Date
☐ Approved ☐ Condition(s):		
		Due by:
☐ Denied on the basis of:		