

DOMES & TRI CO - OPS EVENT GUIDELINES

As of Fall 2006, these two communities must follow Event Guidelines if there will be a gathering of more than double the number of occupants, or the nature of the event may impact neighbors, or the UC Davis community. These guidelines are intended to assist cooperatives have a positive experience at hosted events. Event requests must be submitted via attached form(s) to be considered.

1) Advance written approval from Student Housing is required for an event in which any of the following apply:

- a) The number of anticipated participants is more than double the number of occupant spaces (56 for the Domes, 72 for the Co-Op's). This includes events such as an "open house" in which the total number of anticipated participants is more than double the number of occupant spaces, even though at any given point in time, the number of participants may be less;
- b) There is any form of amplified sound outdoors;
- c) There is a live house or DJ indoors;
- d) There is on-campus fundraising by a student organization or house membership.
- e) There is an open invitation to the event (as opposed to invitations to specific people). Note that potlucks with open invitations via radio, newspapers or internet would require and event request.

2) A Domes or Tri Co- Op Group Event Request (Event Request) must be submitted at least 14 calendar days in advance of the proposed event (and prior to any publicity and/or invitation) to Mary Vasquez in Student Housing.

3) Event approval is conditioned on the living group:

- a) Event coordinator is currently not the subject of any pending or finalized disciplinary action with Student Judicial Affairs;
- b) Being current on rent (Tri Co-Op's only);
- c) Having all three-star Environmental Health & Safety items from the most recent inspection corrected and approved by Student Housing;
- d) Hiring Cal Aggie Hosts and/or other specified security personnel at group expense, if required.

Event approval may be revoked if, prior to the event, there are actions by the group or any of its members that violate the University or lease policies or results in a referral to Student Judicial Affairs.

Questions on Request form:

- **Event will include amplified sound?** The Event Coordinator is responsible for the actions of any DJ or band. Groups requesting use of amplified sound outdoors must complete the attached **Permit to use Amplified Sound Outdoors** and return it with the Event Request. Event noise may not unreasonably disturb adjacent neighbors. Keep in mind that the positioning of speakers, atmospheric conditions, and buildings can greatly influence the effect of the amplification. See Guidelines for Use of Amplified Sound for additional information.
- **Bands** – in order for a band to perform on the grounds, approval must be obtained from Student Housing AND Business Contracts. This approval is necessary regardless if the band performs for a fee or not.
 1. Submit a Sound Permit (see Parties below) a minimum of 28 business days in advance of the event.
 2. Submit a Business Agreement Request and Data Sheet (BARD) available at <http://ucdmm.ucdavis.edu/contracts/bards.html> with the Sound Permit. This form is necessary to process any required payment and/or for risk management purposes.
- **Guests will be personally invited to this event?** Advanced written approval is required for an event that has more attendees than double the number of occupant spaces, even if these invitees are applicants, alumni, other groups, family or friends. If an invitation is sent to each potential guest, attach a sample copy of this invitation.
- **Open House or Open Invitation?** For these types of events, it is important to assure methods to control the size and behavior of the guests. The number of guests must be monitored at the door or area and limited to the number indicated on the Event Request. The Event Coordinator is responsible for denying entry or removing from the facility anyone under the influence of alcohol and/or drugs or displaying disruptive behavior. *Please enclose a copy of the proposed text on any form of advertising, including flyers, tabling or table tents, ads in the Cal Aggie or other newspapers, handbills, A-frames, posters or banners.*
- **Funds to be collected?** In such cases, approval is required by the Student Programs and Activities Center (457 Memorial Union), and should be submitted with the Event Request. If the event is a fundraiser with another registered student organization, an approval from SPAC is required for each group.
- **Will food be catered?** If food will be catered, check the web to be sure it is an approved caterer (http://www.cevs.ucdavis.edu/UES_PAGES/caterers.cfm).
- **Alcohol - See attached policy for details.**
- **Will there be any theme or decorations at this event?** Any event involving use of a theme must comply with the attached policy, **Theme Parties**.

Upon approval of the event by Student Housing:

- Student Housing will notify the Event Coordinator upon final approval of the event request. A copy of the approved request will be made available at the Student Housing office.

- Quiet hours of 11:00 PM through 7:00 AM the following day, Sunday through Thursday and 1:00 AM through 7:00 AM, Saturday and Sunday must be observed. Ending times of events must be scheduled to allow for guest departure prior to the beginning of quiet hours.
- During an event, University staff shall be permitted to enter the premises to verify compliance with established policies. Any violations may result in the immediate closure of the event, loss of future privileges, disciplinary proceedings, or other action.
- Exterior cleanup must be completed within 24 hours after the event. Failure to meet this requirement may result in charges or fines to the group, for clean up by campus.

Holding events that meet any of the criteria noted under item 1 are a privilege and not a right. UC Davis cooperatives must follow all lease requirements as well as UC Davis Student Standards of Conduct, rules, policies and procedures. Questions regarding hosting events or the approval process should be directed to Mary Vasquez, or Richard Ronquillo, Student Housing Office, 752-2808.