

Event and Amplified Sound Guidelines

La Rue Parkway Living Group

Please note that holding events in on-campus housing is a *privilege*, not a right. Living Groups that honor all Tandem Property lease requirements, UC Davis Student Housing Policy, and all other University rules, policies and procedures should have no problem maintaining this privilege. Questions regarding hosting events or the approval process should be directed to the LaRue Park Residential Manager at 753-7322, or Kayla Koenigshof, Student Housing Office, 752-0272.

The following process outlines the conditions for residents to hold events in or around their residence:

1) An approved Event Request Form from Tandem Properties, Student Housing, and the Office of Sorority and Fraternity Life is required for an event if any of the following apply:

- Alcohol is present
- The number of anticipated participants is more than double the number of occupant spaces (not including Chapter meetings):

EVENT CAPACITY	Inside		Outside		Combined		Security Threshold capacity
	Standing	Sitting	Standing	Sitting	Standing	Sitting	This number + alcohol=Aggie Hosts
100 Parkway Circle	44	20	133	60	177	80	100
200 Parkway Circle	166	77	200	90	366	167	200
310, 320, 330, 340 Parkway Circle	49	22	0	0	49	22	40
400 Parkway Circle	198	90	200	179	398	269	200
500 Parkway Circle	181	72	100	126	281	198	150

- The event is “open,” or a rush event in which the number of participants cannot be anticipated. “Open” means it is open to the public and there is no defined guest list. This includes events advertised via flyers, social media platforms, or any public forum.
- There is any form of amplified sound outdoors
- There is live music or a DJ indoors
- An off-campus vendor or performer is brought on campus
- There is on-campus fundraising by a student organization or house membership

2) Event Scheduling:

- Each area (large and small) is only permitted one event per day/night.
- Each group is only permitted one event with alcohol during the same week. A week runs Sunday-Saturday.
- *During formal recruitment periods*, more than one Recruitment/Rush Event is allowed during the day, and groups may have more than one Recruitment/Rush Event during the week.

3) Event Requests must be submitted at least 21 calendar days in advance of the proposed event to Russell and La Rue Park Rental Office (400 Russell Park). You are advised to make an appointment with the La Rue Park Residential Manager before turning in your request to ensure that all requirements are met and the group is in good standing with Tandem Properties.

Events may require meeting with:

- UCD Police Department and Fire Marshal to review logistics (e.g. stage layout, capacity, evacuation routes, etc.)
- Aggie Hosts to determine if security is necessary for the event
- EH&S regarding food handling requirements
- ➔ **LARGE SCALE EVENTS:** *These kinds of events require working with various Campus Departments, which can extend planning and approval time significantly.* The following should be kept in mind:

1. Large Scale events include but are not limited to:
 - Fundraising events
 - Performers, DJ's, or Concerts
 - Cook-Offs and BBQ's with more than 75 people
 - Bringing off-campus vendors and performers on campus
2. At least 3 months planning is suggested to provide enough time for University approval:
 - FALL EVENTS (September – November) – Planning should begin by May/June
 - WINTER EVENTS (January – March) – Planning should begin by October
 - SPRING EVENTS (April – June) – Planning should begin by January

WE RESERVE THE RIGHT TO DENY ANY EVENT.

4) Events must be approved prior to any publicity and/or invitation.

5) Other requirements for event approval:

- Being a registered student organization with the Center for Student Involvement (CSI)
- Currently not the subject of any disciplinary action from the University or Tandem
- Having no delinquent accounts with the University or Tandem
- Having **current** liability insurance policy for the group/house
- No outstanding Fire or Environmental Health and Safety (EH&S) issues to be corrected
- Hiring Cal Aggie Hosts at group expense, if required

Event approval may be revoked any time prior to the event if the group or any of its members are in violation of their lease with Tandem, University policies, or at the discretion of UC Davis Student Housing and Tandem Properties.

6) Amplified Sound Permit Request should be submitted with Event Request if there will be any use of amplified sound outdoors. Please keep in mind the following:

- Amplified sound cannot exceed 4 hours in duration
- Events must be scheduled to allow enough time for guests to leave before the following quiet hours begin:
 - Sunday – Thursday: 10pm-8am
 - Friday and Saturday: 12am-8am
- All speakers must be at ground level and are not allowed to be used off of balconies. Speakers on stands are allowed but, the stands must be placed directly on the ground and cannot exceed 6ft tall.
- The proximity of other housing areas should be considered
- **Event Coordinator named on the permit should always be present** in order to speak with UCD Police Department in the event of a noise complaint. The Event Coordinator may get a call at the number they listed on the event request first.
- **In order for a Band, DJ, etc. to perform at an event on campus**, approval must be obtained from Student Housing and Tandem well in advance of the event. It is suggested that you begin planning large scale events at least 3 months prior to the event. Please review the guidelines for Large Scale Events above. If you fail to plan far enough in advance, the event may need to be changed or postponed. The following will be necessary for approval:
 - Submit an Amplified Sound Permit Request far in advance of the event
 - Meet with the UCD Police Department and Fire Marshal
 - Work with Aggie Hosts to provide security for event

The Event Coordinator is responsible for the actions of any DJ or band.

7) Event Locations Available:

- Events will be contained within the house and patio area unless otherwise approved. Additional areas available by special request at the Russell Park Office include:
 - Volleyball BBQ area between Russell Park & The Atriums

UC Davis Student Housing, University of California, One Shields Avenue, Davis, CA 95616-8712

- Russell Park Community Room
- The Colleges Community Center

➔ **Events with alcohol are not allowed at any of the additional areas.**

- Events are not allowed in the main courtyard between the 100, 200, 400, and 500 Parkway Circle. Just a few reasons behind this decision are the inability to control access to the event, inability to control the impact on the community given the open space, trip hazards caused by getting electricity to the grass area, and significant impacts to the landscaping.
- Events are also not allowed in the courtyard between 310, 320, 330, and 340 Parkway Circle. This courtyard is open to the public and access to the event cannot be controlled.

8) Documentation of approval or acknowledgment from your National Chapter is required for any event with:

- Alcohol Served
- Off-Campus Vendors and Performers (includes DJs)

9) Student Housing will notify the Event Coordinator if the event was approved or denied. A scanned copy will be emailed to the event coordinator. These forms should be kept available at the event.

10) The Event Coordinator must notify all Living Groups residents at least 72 hours prior to the event. Notification of the event will be sent to neighbors at The Atriums and Russell Park by the Russell/LaRue Park Rental Office. The President and Event Coordinator's contact information will be provided in the email notification.

11) During and after an approved event:

- During an event, University and/or LaRue Park 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 immediately after the event. Failure to meet this requirement may result in charges or fines to the group, as determined by the LaRue Park management and/or loss of future privileges.

12) The Event Request Form Covers the Following:

- **Are there cohosts?**
 - List any groups or organizations that are helping to plan the event.
- **Will there be any theme or decorations at this event?**
 - Event themes must comply with the following policy, taken from the Center of Student Involvement. Registered student organizations cannot present their activities in a manner which tends to promote *degrading or demeaning social stereotypes based on race, ethnicity, national origin, gender, sexual orientation, religion, or disability*. Groups that violate this policy risk losing any and/or all of the privileges of registration as a student organization of UC Davis. The UC Davis Principles of Community should always be considered when planning an event: <http://principles.ucdavis.edu>.
 - In determining whether an action or activity is degrading or demeaning within the meaning of the policy, the theme and the totality of circumstances surround the action or activity shall be considered in light of the following:
 1. Does the activity reinforce stereotypes which should reasonably be understood to have historically prevented disadvantaged persons in our society from reaching their full potential?
 2. Are the circumstances associated with the action or activity (e.g. advertisements, decorations, garb of the participants, etc.) of the type which should reasonably be recognized as likely to exacerbate the negative connotations of the theme itself?
 3. Are the above circumstances, or any of them, exacerbated by negative behavior associated by the consumption of alcohol?
 4. Does the registered student organization have a history of holding events where negative behavior associated with consumption of alcohol or public drunkenness has occurred?

5. Does the information available suggest that the theme, advertisements, decorations, or garb were chosen to mock or degrade the group(s) associated with the theme?
 6. Does the information available suggest that the theme, advertisements, decorations, or garb of the activity were chosen with the intent to incite breaches of the peace or disorder within the campus community, or under circumstances which suggest that such breaches of the peace or disorder in the campus community were understood as likely to result?
- **Will alcohol be present/served to participants 21 and over?**
 - Events with alcohol require an approved **Third Party Vendor Form**.
 - **Events with alcohol will be approved or denied based on each organization's alcohol and event policies and, if approved, require the following:**
 - Food and non-alcoholic beverages must be served
 - Must be a "closed" event
 - Cannot exceed 4 hours in duration
 - Cannot have a "cover charge," or any other sort of entrance fee
 - You must provide a guest list a minimum of 2 business days prior to the event
 - **Are you bringing any off-campus vendors onto campus for your event?**
 - All off-campus vendors need to be approved by the Living Group's Organization and University prior to an event.
 - **Will Aggie Hosts provide security for your event?**
 - On-campus events that require security must use Aggie Hosts. Events that reach specific thresholds AND have alcohol require security. Contact Aggie Hosts directly to discuss security at your event: http://police.ucdavis.edu/divisions_services/campus_security/AHSServiceRequestForm.pdf
 - **Will the event include amplified sound?**
 - Any use of amplified sound outdoors must complete the **Amplified Sound Permit Request** and submit it with the Event Request. It is important to notify campus and neighbors of events that may disturb the community living around you.
 - **Recruitment/Rush Event?**
 - For these types of events, it is important to assure methods to control the size and behavior of the guests. The type of event, the respective Living Group history with such events, and other mitigating factors will be taken into consideration before approving such an event. 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 anyone under the influence of alcohol and/or drugs or displaying disruptive behavior. *Please enclose a copy of all forms of advertising, including texts, flyers, tabling or table tents, ads in the Cal Aggie or other newspapers, handbills, A-frames, posters, banners and social media posts.*
 - **Will funds to be collected?**
 - In such cases, approval is required by the Campus for Student Involvement (CSI), and should be submitted with the Event Request. If the event is a fundraiser with another registered student organization, an approval from CSI is required for each group. <http://csi.ucdavis.edu/student-organizations/fundraising/>
 - **Will Food/Beverages be served?**
 - If food will be catered, check the web to be sure it's an approved caterer http://www.cevs.ucdavis.edu/dept_cont/caterers/. It is considered catering if a business comes on to University property to serve food.
 - If you are preparing the food yourself and there are more than 75 people in attendance, additional time (45 days) is required for the planning and additional information is needed for approval including but limited completing a **Food Information Form** and meeting with Environmental Health and Safety.