Sport Clubs CES Reservation Facility Form

Please check space availability first: <https://ces-apps.ucdavis.edu/Public/plan/space>.

**Building/Room:**

**Date(s) of event:**

**Attendance:**

**Client/Catering Start and End Time:**

**Event Start and End Time:**

**Event Contact (name, email, phone):**

**Account to bill (allocation, service, donation):**

**List alternative choices for date, time, or facility:**

**Event Title:**

**Event type (class, conference, lecture, meeting, performance, social, special event, fundraiser, dance):**

**Will you collect money or charge to attend any portion of your event?**

 No, we will not collect money or charge to attend any portion of our event.

 Yes, we will be collecting money at our event.

**Will you have a co-sponsor for your event?**

 No

 Yes- On-Campus Group:

 Yes- Off-Campus Group:

**Will your event be open to the public?**

 No, this is a private event.

 Yes, this event is open to UC Davis students only.

 Yes, this event is open to the UC Davis community (faculty, staff).

 Yes, this event is open to the UC Davis community (faculty, staff, students).

 Yes, this event is open to the general public.

**Will you be serving food/beverages?**

 No, we will not be serving any food or beverages.

Yes, we will be serving food (including samples) or beverages at a **private event** *(e.g., closed event, ticket, invitation or registration required)*.

Yes, we will be serving food (including samples) or beverages at a **public event** *(e.g., anyone could walk up and be served or purchase food)*.

**Will any of the food/beverages be served outdoors?**

 No Yes

**Do you want to alter the standard room set up?**

 No, the standard set up is fine.

 Yes, we will need to change the standard set up.

**Note:** If yes, set up fees will apply and additional time will need to be added to your reservation.

**Are you having sound outdoors?**

 No outdoor sound.

 Yes, we will have sound outdoors.

**Note:** A permit is required for outdoor sound. Please go to <https://ces-apps.ucdavis.edu/forms/sound>.

**Will you offer class credit?**

 No, we will not offer class credit.

 Yes, we will be offering class credit.

**Will this event have non-UC Davis attendees under the age of 18?**

 No Yes

**Is dancing a component of the event?**

 No Yes

**Are you bringing any off-campus vendors onto campus for your event?**

 No Yes

**Will you serve alcohol at your event?**

 No Yes

**Note:** Undergraduate groups are not permitted to serve alcohol at their events.
If serving alcohol, an alcohol permit is required.

**Do you plan to have zero waste receptacles for your catered event?**

 No Yes

**Note:** Please contact the facility manager listed on your permit to request zero waste receptacles. If your event is located at a building/room that does not have a facility manager on site, please contact Facilities Management at om-customers@ad3.ucdavis.edu.

**Is your event political or controversial in nature?**

 No Yes

**Are you planning on having candles or any other open-flame devices at your event?**

 No Yes

**Note:** If yes, please contact the UC Davis Fire Department to obtain a permit.

**Are you having a product demonstration or vendor show?**

 No Yes

**Are you bringing any off-campus performers or speakers to the event?**

 No Yes

**Will you have tents or canopies set up at your event?**

 No Yes

**Will you be selling concessions at your event?**

 No Yes

**Is this event ticketed?**

 No Yes

**Do you need additional security at your event? (i.e., Aggie Hosts)**

 No Yes

**Do you have a cash flow in excess of $2,500?**

 No Yes

**Do you require a cash escort from a UC Davis Peace Officer?**

 No Yes

**Will outside security or law enforcement be present at the event?**

 No Yes

**Are searches or bag inspections needed for event safety? (i.e. food, alcohol, weapons)**

 No

 Yes, Please identify any outsourced staffing: (if none, leave blank)

Special Requests and Exceptions

 **This event will have outdoor amplified sound.**

Instructions: Please submit a letter requesting special exception that includes a brief explanation of the event. Forms for Outdoor Sound Permit requests are located at: <https://ces-apps.ucdavis.edu/Public/permits/sound/>

Explanation: