

Undergraduate Event Registration

California Institute of Technology

Guidelines:

- All student events sponsored by a Caltech organization or utilizing Caltech facilities (including Institute-owned off-campus houses) and having one or more of the following **must** be registered:
 - Over 50 individuals will be present.
 - Alcoholic beverages will be served and more than 15 individuals will be present.
 - Alcoholic beverages will be served and underage students will be in attendance.
 - Amplified music or a band will be used.
 - Construction will occur.
 - The House bar will be utilized.
 - Materials or chemicals requiring special handling
 - Significant water usage.
- This form must be signed by *two hosts*. If alcohol is to be served, both hosts must be 21 or over, attend ALL planning meetings, and have completed the on-line Host Training. <http://deans.caltech.edu/PDF/socialhosttraining.pdf>
- This form must also be signed by the construction manager/event coordinator, if this is a different person. The construction manager will be responsible for attending ALL planning meetings, and for making sure all construction participants have attended and completed the construction training course offered by the Safety office.
- The approval process must begin no less than **2 weeks in advance** of the event, and before advertising, alcohol purchases, and ANY construction take place. Construction must be completed and approved by **noon 2 working days prior** to the event. If this is not the case, the event will be postponed. If unapproved construction occurs after this point, the event will also be postponed, and the House/hosts/construction manager may be subject to disciplinary action.
- Professional bartenders, hired by Caltech, must serve all alcohol. Adequate amounts of water, non-alcoholic drinks, and appropriate food must be provided any time alcohol is served.
- Club-sponsored or non-House events must be registered with, and receive approval from the Senior Director of Student Activities, as well as the Undergraduate Deans' Office.

Required Timeline/Checklist:

2 weeks in advance of the event:

- Identify event hosts and construction manager, if relevant.
- Submit any construction plans to Facilities Management and the Safety Office.
- Contact security to determine the number of officers required for the event.
- Make an appointment with Sue Chiarchiaro in the Deans' office. She will identify the individuals/offices that need to be present at the initial planning/walk-through meeting.

Sue Chiarchiaro

Date

1. _____ # of Security officers assigned.

Gregg Henderson/Designee

Account # to be charged

2. Security Charges will be paid by:

Mike Raven

Student House

Individuals/offices that may be included in planning:

- The House's Residential Life Coordinator
- The House RAs
- Safety Office
- Housing
- Facilities and Grounds
- Security

- See Beth Larranaga in the Dean's office to hire bartenders and/or determine the allowable amount of alcohol, if relevant.
- _____ # of bartenders requested (to be determined by the Deans' office):

Rosemary (Beth) Larranaga

Account # to be charged

10 days before the event:

- Any approved construction should have begun
- Any advertisement should be approved by the relevant Residential Life Coordinator and/or the Dean's office. Advertising may not contain direct or indirect references to alcoholic beverages or drugs.
- If the House bar is to be opened, do an inventory of its contents with the RLC.
- Contact security to determine the number of officers required for the event.

One week before the event:

- Arrange a time for the final walkthrough and approval for no later than **noon, 2 days before the event** (i.e. Thursday for a Saturday party.) **If this deadline is not met, the event will need to be postponed.** Again, this meeting may include, as necessary:
 - The House's Residential Life Coordinator, and/or the RLC on call
 - The House RAs
 - Safety Office
 - Housing
 - Facilities and Grounds
 - Security
 - Sue Chiarchiaro
 - Event Hosts
 - Construction Manager

48 hours before the event:

- Hand in the completed form to Sue Chiarchiaro in the Undergraduate Deans' Office.

After the event:

- Event clean up deadline (ordinarily 5 days after the event): _____
- Acct. number to use if cleanup not completed by deadline: _____

Party Registration Form:

Event Description and Contact Information:

Date: _____ Time: _____ to _____

Title of Event: _____

Location: _____

Anticipated attendance: _____

Sponsoring Organization: _____

Event Host 1: _____ Date of Host Training _____/_____/_____

CIT Address: _____ E-mail: _____ Phone: _____

Event Host 2: _____ Date of Host Training _____/_____/_____

CIT Address: _____ E-mail: _____ Phone: _____

Construction Manager/Event Coordinator (if applicable): _____

CIT address: _____ Email: _____ Phone: _____

If there will be entertainment, please describe (for example, band or DJ; will music be inside or out):

Approvals/Signatures:

3. Construction approval:

Institute Housing Office Approval
Mike Raven

Facilities Management
Dave Eggleston

Safety Office
Larry Martinez

Grounds Department
Delmy Emerson

4. House approval:

RLC

RA/Advisor (for Club Events)

RA/Advisor (for Club Events)

5. Approval of Senior Director of Student Activities (if not a House event):

Tom Mannion

In signing this, we agree to abide by the event guidelines, the arrangements agreed upon above, and all Caltech policies, applicable Pasadena City Codes and California State Law. The Event Hosts and the construction manager will be present throughout the entire event.

Event Host Date

Event Host Date

Construction Manager (if applicable)

Date

Construction Manager (if applicable)

Date

6. Final Approval: Dean of Students, or designee:

_____ Date: _____

- Distribution:
Event Hosts
Deans' office
Safety
Tom Mannion

- Security
RLC
RA
Mike Raven
Facilities Management/Grounds

Notes: _____

