

## Public Space Event Notification Form

This form must be completed for larger scale dry student events (for example, concerts or dance parties) held in public spaces. Wet events and events held in dorm spaces (other than Rhoads Dining Hall) must complete the Party Form.

Completion of this form indicates that you have thought about how best to staff the event to ensure the safety of attendees while following College policy; including the party policy.

Events held in dorms must comply with quiet hours and must end 30 minutes before the start of quiet hours. Everyone attending the event must vacate the building by the beginning of quiet hours.

Dorm presidents must sign off on ALL events held in dorm spaces. Dorm presidents have the right to refuse any event they do not wish to have in the dorm. Events cannot be more than 4 hours in length.

**DESCRIPTION OF EVENT:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ to \_\_\_\_\_  
**DAY AND DATE OF EVENT:** \_\_\_\_\_

### LOCATION:

**Location must be reserved through Conferences and Events prior to submitting this form.**

- |   |  |
|---|--|
| <input type="checkbox"/> Arncliffe (capacity 50)                  | <input type="checkbox"/> Lusty Cup (capacity 50)           |
| <input type="checkbox"/> Campus Center Main Lounge (capacity 150) | <input type="checkbox"/> Rhoads Dining Hall (capacity 200) |
| <input type="checkbox"/> Goodhart Common Room (capacity 100)      | <input type="checkbox"/> Thomas Great Hall (capacity 300+) |
| <input type="checkbox"/> Goodhart Music Room (capacity 120)       |  |

### LEVEL:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Level 1:<br>30-60 people expected<br>2 hosts and 2 bouncers required | <input type="checkbox"/> Level 2:<br>61-100 people expected<br>2 hosts and 4 bouncers required | <input type="checkbox"/> Level 3:<br>100+ people expected<br>2 hosts and 6 bouncers required |
|---|--|--|

### EVENT IS OPEN TO:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Bryn Mawr Only     | <input type="checkbox"/> Bi-Co Only     | <input type="checkbox"/> Tri-Co Only     |
| <input type="checkbox"/> Bryn Mawr + guests | <input type="checkbox"/> Bi-Co + guests | <input type="checkbox"/> Tri-Co + guests |

**Student events cannot be advertised outside of the Tri-Co.**

**Student events are not open to those outside of the College community unless they are a guest of a Tri-Co student.**

**Tri-Co students are permitted no more than 3 guests at any student event.**

**HOSTS**

At least two hosts are required for all events.

_____	_____	_____
Name (Printed)	Signature	Email
_____	_____	_____
Name (Printed)	Signature	Email
_____	_____	_____
Name (Printed)	Signature	Email

**BOUNCERS**

_____	_____	_____
Name (Printed)	Signature	Email
_____	_____	_____
Name (Printed)	Signature	Email
_____	_____	_____
Name (Printed)	Signature	Email
_____	_____	_____
Name (Printed)	Signature	Email
_____	_____	_____
Name (Printed)	Signature	Email
_____	_____	_____
Name (Printed)	Signature	Email

**DORM PRESIDENTS**

For dry events held in Rhoads only. All dorm presidents of the dorm must sign.

_____	_____	_____
Name (Printed)	Signature	Email
_____	_____	_____
Name (Printed)	Signature	Email
_____	_____	_____
Name (Printed)	Signature	Email
_____	_____	_____
Name (Printed)	Signature	Email

**This form must be returned to the Student Activities Office no later than 9am on the Tuesday two weeks prior to the event date.**

Reviewed and approved by Tuesday Group: \_\_\_\_\_