

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 four hours in length.

_____ to _____ _____

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___ Level 1: 30-60 people expected 2 hosts and 2 bouncers required	___ Level 2: 61-100 people expected 2 hosts and 4 bouncers required	___ Level 3: 100+ people expected 2 hosts and 6 bouncers required
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___ Bryn Mawr Only ___ Bryn Mawr + guests	___ Bi-Co Only ___ Bi-Co + guests	___ Tri-Co Only
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Only two shifts are permitted and each host, and bouncer must commit to working two hours/ half of the time at the party. All hosts, servers, and bouncers must appear on this form.

At least two hosts are required for all events. (Physical signatures are required)

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

(Physical signatures are required)

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

For dry events held in Rhoads only. All dorm presidents of the dorm must sign.
(Physical signatures are required)

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

Please bring to Conference & Events for approval: _____

Reviewed and approved by Student Engagement & New Student Programs:
