

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.

Parties and Events which require a Party or Public Space Notification Form are not permitted to occur after the last day of classes.

DESCRIPTION OF EVENT: _____ **TIME:** _____ to _____

DAY AND DATE OF EVENT: _____

LOCATION:

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

Campus Center Main Lounge (capacity 150)

Lusty Cup (capacity 50)

Goodhart Common Room (capacity 100)

Rhoads Dining Hall (capacity 200)

Goodhart Music Room (capacity 120)

Great Hall (capacity 300+)

Other (please specify): _____

LEVEL:

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

EVENT IS OPEN TO:

Bryn Mawr Only

Bi-Co Only

Tri-Co Only

Bryn Mawr + guests

Bi-Co + guests

Tri-Co + guests

Student events cannot be advertised outside of the Tri-Co or on any online or social media platform.

Student parties are not open to the public and cannot be advertised outside of the Tri-Co or on any online or social media platform.

Tri-Co students are permitted no more than 3 guests at any student event. Guests must be signed in.

Parties and Events which require a Party or Public Space Notification Form are not permitted to occur after the last day of classes.

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.

HOSTS

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

BOUNCERS (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

DORM PRESIDENTS

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: _____

**This form must be returned to the Office of Residential Life & Student Engagement in the Campus Center no later than 9am on the Monday two weeks prior to the event date.
All Party Hosts and Bouncers must be Party Trained by 9am the Thursday of the party week or the Form will not be approved.**

Reviewed and approved by Student Engagement & New Student Programs:
