

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.

Parties and Events which require a Party or Public Space Notification Form are not permitted to

DESCRIPTION OF EVENT: _____	TIME: _____ to _____
DAY AND DATE OF EVENT: _____	

___ Level 1:
30-60 people expected
2 hosts and 2 bouncers

___ Level 2:
61-100 people expected

___ Level 3:
100+ people expected

___ Bryn Mawr + guests	___ Bi-Co + guests	___ Tri-Co Only
		___ 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.

HOSTS

Reviewed and approved by Tuesday Group: _____