

PACIFIC UNION COLLEGE EVENT REQUEST FORM

For use by outside organizations to utilize PUC facilities for their event.

Date submitted _____

Section I – Activity Description

Requesting Group _____ Date of Activity _____

Contact Person _____ Time of Event _____ to _____
Begin End

Phone Number _____ Cell Number _____

Email Address _____

Billing Address _____
Street Address City State Zip

Event Title _____

Event Description _____

Anticipated Attendance _____ Facility/Location Requested: _____

Please note the following:

- Requests must be submitted 30 days prior to the event. Events submitted within 30 days or less may not be accommodated or a late fee of \$100 may be assessed.
- Facility rental fees may be required for facility use.
- All food in the cafeteria dining area or side rooms is to be provided only by Bon Appetit.
- Vegetarian food is to be served at events.
- Unless cultural/folk dance, dancing is not an approved activity.
- In honoring and keeping the Sabbath, secular activities are to end no later than 30 minutes before sundown Friday, and not to begin earlier than 30 minutes after sundown on Saturday night.

Section II – Liability

Pacific Union College (PUC) requires evidence of general liability insurance for all special events. A Certificate of Liability (COI) must be submitted to the Office of Student Life prior to the event with Pacific Union College as the Additional Insured. If you are not part of a business or organization who carries liability insurance, you may purchase a Tenant and User Liability Insurance Policy (TULIP) online at: <https://tulip.ajgrms.com/>

Section III – Action Taken

Approved

Not Approved

Office of Student Life Signature _____ Date _____

FORM SUBMISSION

Submit completed form to the Office of Student Life:

Mail: Pacific Union College
Office of Student Life
1 Angwin Avenue
Angwin, CA 94508

Email: studentlife@puc.edu
Phone: 707-965-7362