

UCSC USE PERMIT APPLICATION: EVENT SUMMARY
FOR USE OF UCSC FACILITIES BY OUTSIDE ORGANIZATIONS/GROUPS

To be provided by Outside Organization to sponsoring UCSC department

Name of Outside Organization/Group: _____
Name of Outside Organization/Group Contact: _____
Outside Organization/Group Contact Phone & Email: _____
Outside Organization/Group Contact Address: _____

Name of Activity/Event: _____
Date(s) of Activity: _____
Sponsoring UCSC Dept.: _____
Sponsoring Dept. Contact Name: _____
Sponsoring Dept. Contact Phone & Email: _____
UCSC Facilities or Campus Area to be used: _____

DESCRIPTION OF INTENDED ACTIVITIES

Please provide a description of the event:

- Number of anticipated participants:
- Hours of set-up and take-down:
- Hours of event:
- Transportation arrangements:
- Convenience arrangements (porta-potties, other):
- Nature of activities at the event:
- Will there be food:

If yes, what:

- Will alcohol be served at this event:
- Facilities requirements:
- Route map, if applicable: