

**UC Hastings College of the Law  
College Events Center  
2017 Security Form**

Please submit form with attached itinerary at least 7 days prior to event

Name of Organization: \_\_\_\_\_  
 Name of Event: \_\_\_\_\_  
 Event Contact Person: \_\_\_\_\_ Daytime phone: (\_\_\_\_\_) \_\_\_\_\_  
 Alternate Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
 Event Date: \_\_\_\_\_ Building Access Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
 Event Location: \_\_\_\_\_ Event Description: \_\_\_\_\_  
 Number of attendees: \_\_\_\_\_ Will the event be open to non-UC Hastings persons? \_\_\_\_\_  
 Will there be an admission fee or funds of any sort collected at the event (donations, food sales, etc.)? \_\_\_\_\_  
 Do any attendees plan to attend with their own security personnel? \_\_\_\_\_  
 Event Caterer: \_\_\_\_\_ Will Beer/Wine will be served? \_\_\_\_\_ (If yes, provided by: \_\_\_\_\_)

**Use of Facilities Outside Normal Business Hours**

There is a fee of \$50.00 per hour or portion for use of UC Hastings facilities outside of normal business hours

Please check here if event is scheduled outside of normal business hours (see below chart)

Please check here if event will be held on a weekend or holiday\*\*

**Normal Operating Hours of UC Hastings Campus Buildings:**

Day	198 McAllister/LBM/Auditorium	200 McAllister/Law Library/ARC
Monday – Thursday	7:00am – 10:00pm	8:00am – 11:00pm
Friday	7:00am – 9:00pm	8:00am – 10:00pm
Saturday	8:00am – 8:00pm	10:00am – 10:00pm
Sunday	10:00am – 9:00pm	10:00am – 11:00pm

Fee Waiver Request: (please provide reason for request) \_\_\_\_\_

\*\*New Year Holiday: Fri. 12/30/16 & Mon. 1/2/17; MLK, Jr. Day: Mon. 1/16/17; President’s Day: Mon. 2/20/17; Spring Break Holiday: Fri. 3/10/17; Cesar Chavez Day: Fri. 3/31/17; Memorial Day: Mon. 5/29/17; Independence Day: Tue. 7/4/17; Labor Day: Mon. 9/4/17; Veterans Day Observed: Fri. 11/10/17; Thanksgiving Holiday: Thu. 11/23/17 & Fri. 11/24/17; Winter Holiday: Mon. 12/25/17 & Tue. 12/26/17; Holiday Shutdown: Wed. 12/27/17 & Thu. 12/28/17; New Year Holiday: Fri. 12/29/17 & Mon. 1/1/18

**UCSF Police Department provides all security services to UC Hastings College of the Law**