

**UC Hastings College of the Law
College Events Center
2018 Security Form**

Please submit form with attached itinerary at least 7 days prior to event. We require an alphabetical guest list 48 hours before the 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	7:00am – 11:00pm
Friday	7:00am – 9:00pm	7:00am – 9:00pm
Saturday	8:00am – 8:00pm	8:00am – 8:00pm
Sunday	10:00am – 9:00pm	10:00am – 11:00pm

Fee Waiver Request: (please provide reason for request) _____

**New Year's: 1/1/18; MLK, Jr. Day: 1/15/18; President's Day: 2/19/18; Spring Break Holiday: 3/9/18; Cesar Chavez Day: 3/30/18; Memorial Day: 5/28/18; Independence Day: 7/4/18; Labor Day: 9/3/18; Veterans Day Observed: Fri. 11/12/18; Thanksgiving: 11/22/18 & 11/23/18; Winter Holiday/Holiday Shutdown: 12/24/18 – 12/28/18; New Year's: 12/31/18 & 1/1/19

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