

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

Form to be submitted 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:

	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 – 10:00pm	10:00am – 11:00pm

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

*Please attach Event Itinerary, Guest List, or any additional event materials

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