

Campus Events & Visitor Services

PERMIT TO USE SOUND

Reservation/Permit #: _____ Title of Event: _____

Name of Sponsoring Group: _____ Contact at Event: _____

Phone #: _____ Fax #: _____ Email: _____

Date of Event: _____ Time of Event: _____ Sound Time: _____

Estimated Attendance: _____ Location of Event: _____

Outdoor Location of Sound: _____

Type of Sound: MUSIC SPEAKER OTHER-Explain: _____

If Music: Live Band DJ Portable Stereo Other-Explain: _____

Style of Music: _____

If Speaker: Name of Speaker: _____

Speaker's Affiliation: _____

Topic of Speech: _____

Media Coverage Expected? No Yes-Explain: _____

Comments: _____

As Chairperson of this event, I have read all applicable Sound Permit policies and agree to be present at the entire event and responsible for the adherence to these policies.

Contact at Event: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Special Condition of Permit: _____

Permit Issued By: _____ Date: _____

SOUND POLICY

The following policies and guidelines have been developed to assure that amplified/ or sound at events held on the UCD campus is maintained at a reasonable level and is not disruptive to campus activities or community residents.

The residence halls have specific policies governing amplified/ or sound in those areas. Please consult the Student Housing Office (752-2033) for information.

POLICY FOR ALL EVENTS:

1. A permit must be issued by CEVS for any outdoor use of amplified/ or sound on campus. Permits will not be approved if the sound may interfere with classes, the orderly administration of the University, or unreasonably disturb campus and community residents.
2. The level of amplified/ or sound must be limited to reach only the immediate audiences.
3. Sound checks must be conducted **only during the hours amplified/ or sound is allowed and approved for.**
4. Speakers must be positioned carefully in order to prevent sound from disturbing persons not in the immediate area. Atmospheric conditions, buildings and the surrounding terrain can greatly influence the effect of amplification. The set-up should be carefully checked before each event and monitored occasionally during the event by the sponsor.
5. An amplified/ or sound permit may be required inside classrooms or campus facilities if coordinating staff feels it may be disruptive to surrounding events or if sound is unusual (ex: musical instruments, etc.)
6. Outdoor use of amplified/ or sound is generally permitted in the areas listed below in accordance with the conditions enumerated. All other areas are by exception only.

MAIN QUADRANGLE (East & West)

Monday – Thursday	12 noon – 1 pm only
Friday	12 noon – 1 pm 5 pm – 10 pm (by exception only)
Saturday	9 am – 10 pm (by exception only)
Sunday & Holidays	9 am – 6 pm (by exception only)

MU PATIO & MU PLAZA

Monday – Thursday	12 noon – 1 pm only
Friday	12 noon – 1 pm (after 5 pm by exception only)
Saturday, Sunday, & Holidays	(by exception only)

PUTAH CREEK LODGE AND REC POOL LODGE

Monday – Thursday	5 pm – 10 pm
Friday	5 pm – 10 pm
Saturday	10 am – 10 pm
Sunday & Holidays	12 am – 10 pm

SILO

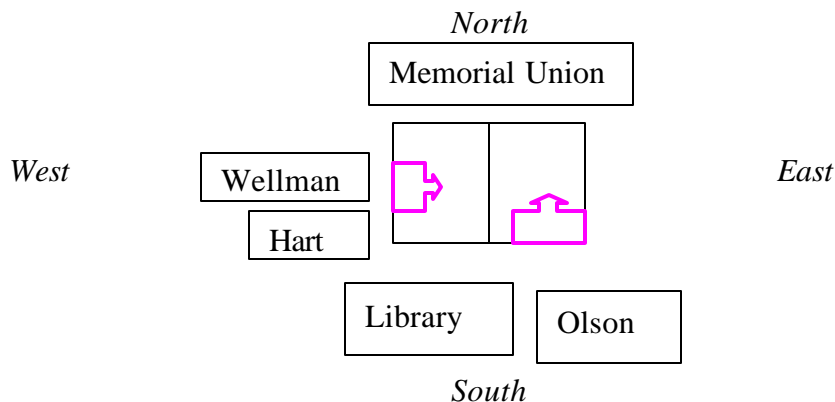
Permitted by exception only if determined not to interfere with classes or surrounding programs.

TOOMEY FIELD

Amplified/ or sound is permitted during Intercollegiate Athletics contests only

POLICY FOR ALL QUAD, MU PATIO AND PLAZA EVENTS:

1. The Main Quad is divided into two sides by a sidewalk running North/South. The East Quad is most often reserved for events although the West Quad is also available for reservation. Generally, they are not reserved at the same time.
2. When both the Quad and the MU Patio are reserved during the same time period, priority for use of amplified/ or sound belongs to the group which first reserved. The first group may choose to yield its priority, but may also elect not to have amplified/ or sound at either location.
3. All events may set up on the South end of the East Quad facing North toward the Memorial Union, or on the West side of the West Quad facing East. Speaker events may set up at the East or South side of the Quad. **BACK SPEAKERS ARE NOT PERMITTED FOR QUAD EVENTS.**



NOTE: If sound is on West Quad, you must go into Hart & Wellman Halls to ensure sound is not too loud.

4. Specific details such as event title, speaker or performer name must be confirmed at least three working days prior to the event in order to confirm your reservation. Requests made less than three days in advance may not be accepted.
5. Only one weekday reservation per month during the 12 noon – 1 pm time period may be made for any of these areas. (student groups only) A second reservation in the same month may be made when the space remains unreserved five working days prior to the required date. However, this reservation must be confirmed no later than three working days prior to the event. Two reservations per month is the maximum.
6. Most amplified music events must be co-sponsored by either the Entertainment Council (EC), Cultural Events, Music Dept, or UC Presents.
7. Fundraising is not normally permissible on the Quad.