

# CALARTS FACILITIES RECEPTION REQUEST

revised 8/17  
Institute Scheduler  
661-253-7717

This completed form must be submitted to the Institute Scheduler at least **7 BUSINESS DAYS PRIOR** to the reception date for gallery shows or performances. A reception can only be held in conjunction with a scheduled event or performance. Any changes after submission must be approved by **FACILITIES MANAGEMENT AND STUDENT AFFAIRS**.

- The Reception Host must be the individual assigned to the space by the appropriate Office/School.
- A **\$20 FACILITY FEE** must be paid to Accounting. Inform the cashier to deposit to account **#NRECP** and attach the receipt.
- All trash (cans, food, debris, etc.) must be cleared from the area and deposited outside in the trash and recycling bins.

## Reception Information:

Host: \_\_\_\_\_ Co-host: \_\_\_\_\_

Office/School: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ CalArts Box# \_\_\_\_\_

Event date(s): \_\_\_\_\_ Event time range: \_\_\_\_\_

Reception date: \_\_\_\_\_ Reception time range: \_\_\_\_\_

Location requested: \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_

Group performance?  Yes  No Description of event: \_\_\_\_\_

Non-alcoholic beverages and food to be served (1 case of water is required): \_\_\_\_\_

**WILL ALCOHOL BE SERVED AT THE RECEPTION?**  Yes  No

# of BEER cans: \_\_\_\_\_

# of WINE bottles: \_\_\_\_\_

**Sound/Music Information:** Will this reception involve any effect (i.e. loud or amplified sound/music, gunshots, loud noises, incendiary devices, smoke machines, etc.) that might affect neighboring performances, the health and safety of guests, or the physical condition of institute property?

Yes  No If yes, please explain: \_\_\_\_\_

Music may not extend past 1am. Time start: \_\_\_\_\_ Time end: \_\_\_\_\_

Will this reception involve a live band or DJ?  Yes  No

If YES, are the performers from CalArts?  Yes  No

**IF YOU ANSWERED NO, THE ASSOCIATE VICE PRESIDENT/CHIEF OPERATING OFFICER (AVP/COO) MUST SIGN FOR APPROVAL.**

First and Last names of non-student performers: \_\_\_\_\_

# CALARTS FACILITIES RECEPTION REQUEST (CONT.)

revised 8/17  
Institute Scheduler  
661-253-7717

**To be completed by the Activities Coordinator with the Reception Host: TO HAVE ALCOHOL AT THE RECEPTION, THE HOST MUST BE 21+. Age will be verified by Activities Coordinator. The service of alcohol may not be advertised on posters or any other type of social media announcing the reception. Receptions hosted by a Office/School must pay a \$15/HR BARTENDER FEE. Events hosted by students are allowed 2 free hours of bartending. Please review the following alcohol service guidelines:**

- Only an Institute trained bartender may serve alcohol. **IF ALCOHOL IS SERVED BEFORE THE BARTENDER ARRIVES, THE HOST IS IN VIOLATION OF THE GUIDELINES AND WILL BE FINED \$50.**
- The bartender will serve only until the scheduled time regardless if the host arrived late or if there is still alcohol.
- Additional time request is the responsibility of the host and must be paid in advance at **\$15/HOUR, PER BARTENDER.**
- Alcohol may not be served during the time scheduled for a performance/event/recital.
- If host cancels bartending less than 24 hours in advance, host will be charged for the total scheduled time.
- Host will provide alcohol and all supplies including cups, napkins, corkscrews, bottle openers, and ice.
- Only beer and wine may be served. Beer kegs are allowed only for approved special events. **HARD LIQUOR IS NOT ALLOWED ON CAMPUS.**
- Only the approved amount of alcohol is allowed to be served. Amount will be verified by the bartender.
- Unauthorized or unattended alcohol will be confiscated by Campus Safety and can be claimed the following day.

Violation of the alcohol service guidelines and/or the **INSTITUTE'S ALCOHOL POLICY** ([hub.calarts.edu/for-students](http://hub.calarts.edu/for-students)) will result in a **\$50 FINE** and ineligibility to host any reception for the remainder of the academic year. Questions or concerns regarding the amount or type of alcohol you intend to serve will be referred to the Dean of Student Affairs by the Activities Coordinator.

**Your reception is not officially approved until you obtain all five signatures below, pay the \$20 facility fee and receive your copy from the Institute Scheduler (located in the Mailroom Service Center).**

1. **RECEPTION HOST:** *I verify the above statements are true to the best of my knowledge. I understand that it is my responsibility to ensure the safety of participants, to follow CalArts policies and to respect concurrent events and performances. Any losses, clean-up, damages, or additional security charges to the Institute as a result of this reception, will also be my responsibility and will be charged to my student account.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
RECEPTION HOST

2. **ADMINISTRATOR/FACULTY:** \_\_\_\_\_ Extension: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
ADMINISTRATOR/FACULTY

3. **STUDENT AFFAIRS:** Approval required for receptions with alcohol.

Name: \_\_\_\_\_ Extension: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
STUDENT AFFAIRS

4. **INSTITUTE SCHEDULER:** \$20 Facility Fee paid to Accounting?  Yes  No

Name: \_\_\_\_\_ Extension: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
INSTITUTE SCHEDULER

5. **SUBMIT COMPLETE FORM TO THE INSTITUTE SCHEDULER FOR FINAL APPROVAL BY THE AVP/COO.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
ASSOCIATE VICE PRESIDENT/CHIEF OPERATING OFFICER

Distribution:

STUDENT AFFAIRS

CAMPUS SAFETY

SCHOOL/OFFICE

HOST