

UC Davis Games Area Special Event Contract

Organization: _____

Applicant Name: _____ Event Date: _____

Overview

The UC Davis Games Area Special Events program is open to all registered student organizations and student-focused campus groups. It has been created as a resource for these entities and serves as a form of engagement between the Games Area and the student body. All groups intending to host a Special Event should plan to do so in accordance with UC Davis policies, in addition to the Principles of Community and the Games Area Mission Statement.

“The UC Davis Games Area is the home for gaming at UC Davis. We primarily serve the UC Davis student body, but do welcome all visitors. We aim to provide a professional, clean, and customer-friendly environment. By providing a safe and inclusive recreational environment, we hope to lower student stress; allow for a sharing of passions, hobbies, and talents; and increase the feeling of community among UC Davis students.”

It is in this spirit that the Games Area serves its customers and offers Special Events. All groups hosting a Special Event are expected to embrace the same spirit.

Special Events are:

- Promotion for your club or organization.
- Promotion for the interests, hobbies, talents, and passions your club or organization is intended to share.
- Intended to be inclusive to all visitors to the Games Area.
- An opportunity to use the equipment and features of the Games Area in new ways.

Special Events are not:

- Private use of the Games Area.
- Intended to discriminate, isolate, exclude, or offend others.
- An opportunity to damage or misuse Games Area equipment.

Application Process

All parties interested in hosting a Special Event should fill out an application ([link](#)). Games Area staff review all applications and contact parties to either request a meeting to further coordinate the Special Event, or to inform them they have not been selected. Each application may be evaluated on a number of criteria including:

- Applicability to student interest
- The applicant group's affiliation with campus
- The applicant group's size or ability to impact an audience
- How often the applicant group hosts a Special Event

Upon meeting with the Games Area Coordinator, applicants should be prepared to fully describe their ideas for the Special Event, along with how the Games Area equipment and features fit into their plan. This would include but is not limited to the timeframe, decorations, plans for food, activities, etc.

Selected applicants are provided with this contract and any additional contracts, waivers, or documents required by relevant organizations on campus. Applicants may also be directed to various other campus groups to seek permissions and procedures for complying with campus policies, such as:

- The Center for Student Involvement
- Campus Recreation
- Campus Dining
- Conference and Event Services
- The UCD Police Department

Only after receiving permission to perform all intended activities in the Games Area will an application be approved and added to the Games Area Special Events calendar.

Promotion

The Games Area encourages active promotion of all Special Events by applicant groups, including efforts in coordination with the Games Area. Some common promotional methods include posters, posts on social media, and displays on our Service Desk. The Games Area does not recommend any promotional materials that generate waste. The Games Area reserves the right to limit any and all promotional materials intended for display within the Games Area.

Special Events with fundraiser elements must be promoted with at least these materials:

- Paper flyer posted in Games Area
- Social media post tagging Games Area social media account/s.

Fundraising

Special Event applicants may opt to have their event serve as a fundraiser for their organization.

All parties interested in fundraising must ensure that they have received permission with organizations they are registered through to have the event as a fundraiser. Groups that have campus agency accounts need to provide account numbers to accommodate a recharge. Groups that do not need to ensure the Games Area is able to cut a check to them, which often requires preliminary financial approval.

Approved groups receive funds following the ending of the event according to the following formula:

$$\text{Fundraised amount} = \$0.000175 * (\text{Revenue earned between 6-12pm})^2$$

The Games Area initiates fund transfers no longer than two weeks after the conclusion of the event. Fund transfers may be delayed. The Games Area reserves the right to cancel transfer of funds.

Event Guidelines

All Special Events must follow these guidelines:

- Must be promoted per Promotion section.
- Must be open to the public.
- Must begin after 6pm. Preliminary setup may begin no earlier than 5pm.
- Must end by 12pm. This includes any cleaning and takedown.
- Must last at least two hours.
- Must involve at least two members of the organization at any given time.
- Must utilize at least one feature of the Games Area.

The following guidelines are recommended but not required:

- Be open to participation from any interested visitor in the Games Area.
- Assign shifts to your organization members so that they aren't working the entire time.
- Create a theme that connects every element of your Special Event.
- Take notes - you may want to repeat your Special Event next year or next quarter.

Policies

Every Special Event at the UC Davis Games Area must follow all policies of UC Davis, any organization the hosting group is registered through, any relevant regulating body on campus, and the UC Davis Games Area.

Particularly, all Special Event participants must follow the following provisions of the Games Area Code of Conduct:

- Visitors may not engage in disruptive activity or behavior that interferes with the ordinary use and operation of the Games Area.
- Visitors may not interfere with an employee's performance of his/her duties. Such behavior includes, but is not limited to verbal abuse, intimidation, or harassment of any kind.
- Visitors are responsible for their personal property at all times, and should never leave personal belongings unattended. The Games Area is not liable for loss or damage to personal property.
- Visitors may not enter unauthorized areas of the Games Area at any time.
- Visitors are required to leave the Games Area at closing, during emergency situations and evacuations, and whenever requested to leave by Games Area staff or public safety personnel.
- Games Area materials may not be taken from the Games Area without authorization. All materials must be returned at an agreed upon time or upon request by the Games Area.
- Visitors must follow the warnings and disclaimers presented by all Games Area equipment. The Games Area is not liable for personal injury or damage to personal property as a result of using any of the Games Area equipment.
- Destruction of Games Area materials, accidental or otherwise, is prohibited and may result in punitive action.
- UC Davis strives to maintain a campus free from the illegal use, possession or distribution of controlled substances. Consumption of alcohol is prohibited pursuant UC Davis PPM §270-21, Yolo County Code §5-4.02, and California Penal Code §626.4 and/or §626.6.
- All drugs made illegal by state and federal law are also prohibited by University policy.

Violators of the Code may be asked to leave the Games Area and may be refused future access. Violators may be subject to sanctions including suspension, prosecution, forfeiture, warning, restitution, criminal penalties and civil fines, and may be accountable to civil authorities (city, state, or federal) and the University.

Organizations that violate the Code may be denied as a future organizer for Special Events, and may be denied any raised funds.

Agreement

I have read the above contract and understand it fully. I agree to all of the above terms and will report any violations of the above policies to Games Area staff immediately.

Applicant Signature

Date

Approval

I confirm that the applicant has completed all steps required to host a Special Event in the Games Area, including receiving permission from all relevant parties.

Games Area Coordinator Signature

Date