

# California State University-Channel Islands Application for Permit for Special Event or Activity

**Instructions:** Applications must be submitted at least 30 days in advance. Submit to the UGCAM office. Notice of action on your application will be mailed to you in approximately 10 days after receipt. You should expect to receive a call from UGCAM staff to discuss the specifics of your event before a permit is issued. For more information, call (805) 702-4038.

### Applicant Information

Name of individual or organization (legal name) applying for a permit:

---

If applicant is an organization, name of individual responsible for the proposed event or activity: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_  
Day Evening

E-mail address \_\_\_\_\_

**Description of the Proposed Event or Activity:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Date and Time of Proposed Event or Activity:

Date(s) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**Location:** Please describe and sketch your setup in the diagram below: Show where all booths and other structures will be placed. UGCAM, as Agent for the Site Authority and Manager of the HAC will submit this Application for an event in University Glen to members of the Homeowners Advisory Council, HAC, for review, comment, and approval before submitting to Site Authority personnel for final approval. Per the Ground Sublease any signage placed in University Glen requires approval of the Site Authority before installation.

--	--	--

**Attendance**

How many people are expected to attend this event or activity? Include active participants, organizers, spectators, etc. \_\_\_\_\_

**Special Circumstances** Circle YES or NO. Provide a brief explanation for any YES items.

Will amplified sound be used?	YES	NO
Will merchandise be sold or advertised for sale?	YES	NO
Will donations of money or goods be solicited?	YES	NO
Will any fees be charged	YES	NO
Will food be served	YES	NO
Will structures, tents, or art works be erected?	YES	NO
Will any motor vehicles be parked on the site?	YES	NO

**Certification**

I have read the "Procedure for Granting Common Area Permit" and agree to abide by all requirements, including any conditions that may be specified by the University consistent with this process. If applicant is an organization, I am authorized to execute this application on behalf of the organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date