



University Neighborhood Enhancement Team Courtesy Notice of Party or Special Event



*This is not a permit, and completion **does not** authorize violations of any regulations, including, but not limited to disturbing the peace, Alcoholic Beverage Control violations and University Policy.*

Date of Event:		Starting Time:		Ending Time:	
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Location:	
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Type of Event:	<input type="checkbox"/> Private Party	<input type="checkbox"/> Fraternity/Sorority function <i>(name)</i>
	<input type="checkbox"/> U.C.R. Affiliated Organization <i>(name)</i>	<input type="checkbox"/> Other Organization <i>(name)</i>

Attendance:	Number Anticipated:	<input type="checkbox"/> UCR Students & Guests	<input type="checkbox"/> Open to Public
	<input type="checkbox"/> Guest List Only	<input type="checkbox"/> All Ages Allowed	<input type="checkbox"/> 18 yrs.+ <input type="checkbox"/> 21 yrs. +

Alcoholic Beverages:	<input type="checkbox"/> Not Permitted	<input type="checkbox"/> Provided by Host	<input type="checkbox"/> Allowed to be brought in by guests
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ABC Permit <i>Required if selling alcoholic beverages</i>	<input type="checkbox"/> Conditional	<input type="checkbox"/> Copy Attached	<input type="checkbox"/> Cover /Admission Charge \$ _____
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Security:	<input type="checkbox"/> None	<input type="checkbox"/> In-House: # _____	<input type="checkbox"/> Contract Guards: # _____	<input type="checkbox"/> Armed
	Security Company:			

Event Host: Responsible Party	Name		Date of Birth		CA Driver's License Number:	
	Street Address			City		Zip Code
	Home Telephone		Cell Phone/Pager		E-mail	
	Responsible Party Is acting as:		<input type="checkbox"/> Homeowner	<input type="checkbox"/> Club President	<input type="checkbox"/> Renter	
		<input type="checkbox"/> Event Chairperson	<input type="checkbox"/> Other (<i>specify</i>) _____			

Signature:		Date Filed At UNET Office:
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The members of the University Neighborhood Enhancement Team Would like to thank you for your cooperation in notifying us of your upcoming event. Your cooperation will assist us in better serving the University Neighborhood by keeping us up to date on the events in the area and allowing for increased patrol. It is the goal of UNET that you might enjoy a safe event and avoid disturbing neighbors with unreasonable noise or nuisance activities.

December 2002

Notes on completing the UNET Courtesy Notice

The University Neighborhood Enhancement Team (UNET) provides the Courtesy Notice to help local groups and organizations have a safe and successful party or event. Our goal is to work with groups in the community to help avoid problems with functions that necessitate a police response.

Please complete the Courtesy Notice **at least 7 calendar days prior to the event**. The completed form may be submitted at the UNET office in University Village, the UCR Police Department (corner of Linden and Canyon Crest) or Student Life(145 Costo Hall).

There are frequently questions pertains to the "ABC Permit" section of the notice. It is against the law to sell alcoholic beverages or to charge admission to an event that provides alcoholic beverages without a permit from the Alcoholic Beverage Control (ABC) authorities. Of course, anyone who consumes alcoholic beverages in California must be at least 21 years old.

If you have any questions about the notice form or would like to discuss your event with a member of the UNET team, please call (909) 686-7289 between the hours of 7:00 AM and 1:00 AM seven days a week.

Tips for planning your event

- Make sure you have a guest list at the entrance to your event and that the single entrance to the event is properly staffed with organization members, paid security, etc.
- Make sure that you have invited an appropriate number of guests. Densely populated residential neighborhoods cannot support large numbers of guests due to the limits of parking, proximity to neighbors and noise and so on. In addition, a large number of people in an inappropriate amount of space presents a fire danger.
- Remember that a noise complaint is very likely in densely populated neighborhoods. A noise complaint may be called in to law enforcement at any time of the day or night. There is no regulation stating that noise complaints are limited to certain days of the week or times of day.
- Make sure that you supervise the departure of your guests. Frequently, departing guests create a high number of complaints with regards to noise, vandalism, trash, etc.
- Student organizations should make use of the UCR "Good Neighbor Guidelines" and their neighbor relations programs in planning, hosting and cleaning up after large events.

Tips for working with law enforcement when officers arrive at your event

- Officers will be responding to a call about violations of the law and/or municipal codes. Officers will attempt to gain control over an event and investigate the alleged violation. It is important to defer to the instructions of officers at all times. If you have concerns about instructions or actions of officers, discuss them with the UNET supervisor at a later time. The event location is a reported crime scene. Officers will need control of the location to conduct their investigation of the alleged crime.
- Cooperation with officers is required and failure to do so may result in arrest and/or citation.
- A single representative, preferable the primary host of the event, should interact with officers and provide them with the support, information and compliance they need to carry out their tasks.
- Do not attempt to shake an officer's hand. Normally, this is a friendly gesture but in this case it will likely put an officer on the defensive if someone unknown to them attempts to touch them.
- Do not gather in a circle around officers. This can be seen as threatening and officers will probably respond to this perceived threat.
- Remember that officers are people too. They frequently arrive on a scene after having handled other calls which may include armed robbery, homicide, auto accidents and the like. Officers may be stressed from other activities in their work and this may translate as curt behavior at a crime scene. Patience and compliance with officers is the best approach.
- If an officer displays behavior that you or your guests believe is inappropriate, note the date and time that the officer is at your event and their general physical description. At a later time, contact the UNET supervisor with this information and details on the behavior. Asking for an officer's name and/or badge number in a heated moment is not a good idea. Wait until the situation has calmed before approaching officers to ask questions.