

1 J. Leah Castella (SBN 205990)
E-mail: lcastella@bwslaw.com
2 Alexandra L. Mulhall (SBN 353051)
E-mail: amulhall@bwslaw.com
3 Han-Hsien Miletic (SBN 295957)
E-mail: hmiletic@bwslaw.com
4 BURKE, WILLIAMS & SORESENSEN, LLP
444 South Flower Street, 40th Floor
5 Los Angeles, California 90071-2942
Tel: 213.236.0600 Fax: 213.236.2700
6

Attorneys for Respondents/Defendants
7 BOARD OF TRUSTEES OF THE
CALIFORNIA STATE UNIVERSITY and
8 JEFFREY ARMSTRONG
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12 SUPERIOR COURT OF THE STATE OF CALIFORNIA
13 COUNTY OF SAN LUIS OBISPO
14

15 KATHIE WALKER,

16 Petitioner/Plaintiff,

17 v.

18 BOARD OF TRUSTEES OF THE
CALIFORNIA STATE UNIVERSITY and
JEFFREY ARMSTRONG, in his official
19 capacity as President of California Polytechnic
State University, San Luis Obispo,
20

21 Respondent/Defendant.
22
23
24

Case No. 26CV-0166

**DECLARATION OF ELIZABETH
AIELLO-COPPOLA IN SUPPORT OF
OPPOSITION TO MOTION FOR
JUDGMENT**

*Filed concurrently with Opposition to Motion
for Judgment; Request for Judicial Notice*

Hearing

Date: November 4, 2026

Time: 9:00 a.m.

Dept.: 4

Assigned for All Purposes to:
Hon. Tana L. Coates
Department 4

Action Filed: March 18, 2026

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1 & Responsibilities will use the fact of an event's registration (or non-registration) with FSL to
2 determine appropriate disciplinary consequences. For example, if there is a report of underage
3 drinking at a Greek event that was not registered with FSL, the Greek chapter associated with the
4 event could face sanctions.

5 6. To register an event, a student member of the organization submits a standardized
6 FSL Event Registration form on behalf of the chapter. A true and correct copy of the most current
7 version of the FSL Event Registration form (in outline view) is attached hereto as **Exhibit B**. Prior
8 to June 2025, the FSL Office used a different version of the form. A true and correct copy of the
9 pre-June 2025 version of the Event Registration form (in outline view) is attached hereto as
10 **Exhibit C**. Prior to September 2024, the FSL Office used another version of the form. An outline
11 view of the pre-September 2024 version of the form is no longer accessible to me, however,
12 student submissions from pre-September 2024 demonstrate what that form looked like. A true and
13 correct copy of a small sample of pre-September 2024 FSL Event Registration submissions
14 (redacted for privacy purposes) is attached hereto as **Exhibit D**.

15 7. The form collects the student's name and contact information, the organization's
16 name, the event date, time, title, and theme, whether alcohol will be present, and the event
17 location. With respect to location, the versions of the form offered various choices for event
18 location (e.g., on-campus, chapter facility, satellite house, third-party venue, or residence) and
19 required the submitting student to provide the specific address of the event location.

20 8. The practical significance of the location field is straightforward: Cal Poly requires
21 the address of every registered event so that it can later assess, if necessary (as described in
22 paragraph 5 above), whether the event complied with university policies.

23 9. The FSL Office does not collect the addresses for any purpose beyond that
24 administrative review.

25 10. In particular, Cal Poly does not independently investigate whether the submitting
26 student lives at the address provided or whether *any* student lives at the address provided, does not
27 verify the zoning status of off-campus addresses, and does not maintain the registration records as
28 a database of student residences. Indeed, the post-2024 version of the form includes a reminder to

1 students to independently check zoning requirements if an event is taking place at a residential
2 location.

3 11. All addresses are provided by the student; Cal Poly simply receives and reviews it
4 in the context of the event registration process.

5 12. All completed forms are maintained by the FSL Office.

6 Compliance with the Campus-Recognized Sorority and Fraternity Transparency Act (“AB
7 524”)

8 13. Cal Poly (through the FSL Office, in consultation with other administrative
9 departments) complies with Education Code sections 66310-66312 and discloses chapter house
10 addresses in its AB-524 Campus Reports.

11 14. Cal Poly’s AB-524 Campus Reports have been published annually since October
12 2023.

13 15. Since June 18, 2024, Cal Poly has chosen not to publish addresses of satellite
14 houses or residential event locations in its AB-524 Campus Reports. Cal Poly provides general
15 location information for sanctioned events, not precise street addresses.

16 16. Although Cal Poly included some residential addresses in its 2023 report, the
17 University has since reassessed the privacy and legal implications of disclosing residential
18 addresses and revised its reports to remove residential address information that was not strictly
19 required to be disclosed under AB 524. To that end, between June 18, 2024 and July 8, 2024, Cal
20 Poly revised the 2023 report to remove precise street addresses for satellite houses or residential
21 event locations.

22 Code Enforcement Concerns

23 17. In my role as Assistant Director of FSL, I have participated in discussions among
24 Cal Poly administrators regarding the City’s enforcement activities affecting fraternity and
25 sorority houses. Based on those discussions and information provided to University administrators
26 in the ordinary course of our responsibilities, I understand that students perceive the City of San
27 Luis Obispo has increased its attention and enforcement actions on properties suspected of
28 operating as unpermitted fraternity or sorority houses.

1 18. Based on students' concerns, I am concerned about the potential chilling effect the
2 City's enforcement activities have on students' willingness to participate in university safety
3 programs as well as the effect on student privacy and perceptions of procedural fairness.

4 19. On or about September 25, 2025, student leaders informed me that City code
5 enforcement officers attended a semi-private Greek recruitment event on Cal Poly's campus,
6 representing their visit as educational in nature. Student leaders further reported to me that
7 information gathered at that event was subsequently used to issue zoning violations to fraternity
8 houses whose addresses appeared on recruitment materials distributed at the event. The reports
9 resulted in numerous conversations with student leaders expressing concern about engaging with
10 City personnel in University settings.

11 20. Student leaders informed me that numerous notices of violation were posted on
12 student homes during the winter holiday break, even though the alleged violations had occurred
13 months earlier. According to the students, the notices indicated that the appeal window had
14 already closed, or would close, before most students returned from break. According to the
15 students, some notices further suggested that students could challenge a citation if Cal Poly
16 confirmed that no event had occurred, while simultaneously indicating that the university was
17 unlikely to provide that confirmation. Student leaders expressed concern with the notices and
18 sought assistance from the University regarding these notices.

19 21. Through my interactions with student leaders, I am aware that fraternities and
20 sororities use the DoorList app to help manage attendance at events. In recent months, several
21 chapter leaders informed me that they have stopped using the DoorList app because they believed
22 the City was using information through that platform for enforcement purposes. I have also
23 independently verified with DoorList that City code enforcement officials had been using the
24 DoorList app, which suggests to me that the students' concerns were justified and well-founded.

25 22. Based on my interactions with student leaders and discussions with University
26 administrators, including Student Affairs personnel, and based on the concerns repeatedly
27 expressed to me in my capacity as an FSL Office administrator, I am deeply concerned that
28 disclosure of residential addresses contained in FSL Event Registration records would discourage

1 students from participating fully in the FSL event registration process.

2

3 I declare under penalty of perjury under the laws of the State of California that the
4 foregoing is true and correct to the best of my knowledge.

5 Executed on this 10th day of July, 2026, at San Luis Obispo, California.

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Elizabeth Aiello-Coppola

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Elizabeth Aiello-Coppola

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EXHIBIT A



CAL POLY

Fraternity & Sorority Life

EVENT REGISTRATION PROCEDURE

All members of Cal Poly-affiliated fraternities and sororities, and the Interfraternity Council, the Panhellenic Council, and the United Sorority & Fraternity Council at Cal Poly (collectively the “Fraternity and Sorority Community”), shall abide by all University policies and federal, state, and local laws and regulations, including those that govern the use, distribution, and consumption of alcohol. This Event Registration Procedure sets forth procedures designed to provide a safe social atmosphere for members of the Greek Community and their guests, while allowing them to exercise the personal responsibility expected of each of them. The following objectives are essential to achieving this aim:

- To encourage social responsibility in all members, with emphasis on safety and risk management;
- To encourage responsibility in the use of alcohol and thereby reduce the risks associated with alcohol misuse at parties;
- To increase the safety of everyone in attendance at chapter-sponsored events with and without alcohol;
- To support the ideals and values on which fraternities and sororities are founded;
- To practice self-governance as a Fraternity and Sorority Life Community;
- To educate the general membership of the Fraternity and Sorority Life community about the importance of risk management.

1 The University does not accept legal liability for the activities engaged in by fraternities and sororities, and their members.

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Article VII - Judicial

Article VIII - Amnesty

Article IX - Procedure Revision

Article I - What defines an event?

- A. An “event” for the purposes of this document is any activity sponsored or endorsed by the organization/chapter including those that occur on and off chapter premises.

Article II – Legal

- A. Any event as defined above must be compliant with all applicable laws, including but not limited to the below requirements:
 - a. The organization, members and guests must comply with all federal, state, and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages
 - b. Organizations, members and guests must follow the federal law regarding illegal drugs and controlled substances. No persons may possess, use, provide, distribute, sell and or manufacture illegal drugs or other controlled substances while on organizational/ chapter premises or at any activity or event which is sponsored or endorsed by the chapter
- B. Laws local to San Luis Obispo are also enforced with events, including:
 - a. Noise Ordinance
 - i. 7 A.M. to 10 P.M.: Noise that can be heard 50 feet from the source is a violation
 - ii. 10 P.M. to 7 A.M.: Noise that can be heard across the property line is a violation
 - b. Safety Enhancement Zones
 - i. Fines are doubled for the following violations:
 - 1. Noise
 - 2. Unruly Gathering
 - 3. Social Host Liability
 - 4. Public Urination
 - 5. Open Container
 - ii. Designated times for Safety Enhancement Zones may vary, but typically occur during:
 - 1. Mardi Gras (Thursday - Wednesday)
 - 2. St. Patrick’s Day
 - 3. Halloween
 - 4. “WOW” Week

Article III – Events with Alcohol Present

A. Guest Lists and Sober Monitors

- a. Any event where alcohol is present is required to be a *closed* event, with guest lists submitted to the FSL office by the deadline (see Article VI)
- b. Attendance by non-members at any event where alcohol is present must be by invitation only by the organization. Chapters must utilize the guest list template provided by the FSL Office. Attendance at events where alcohol is present is limited to a guest-to-member ratio of 2:1 and must not exceed local fire or building code capacity of the organizational/chapter premises or host venue.
- c. Any event with alcohol present is also required to have sober monitors present, with quantity based on the number of guests in attendance.
 - i. Three sober monitors (including one from the Executive committee or equivalent) are required at a minimum.
 - ii. For every 40 guests invited to the event, another sober monitor will be required
 - iii. First year members who have been in the chapter for at least one quarter and are initiated members, can serve as sober monitors if the following is in place:
 1. Required attendance at one of the annual Social Risk Management workshops hosted the FSL office PRIOR to becoming eligible to serve as a sober monitor
 2. Procedures in place attached to the risk management plan, that supports first year students during the event, should conflict arise
 3. No more than 30 percent of sober monitors can be first year members

B. Any event where alcohol is present can only occur from

- a. 5:00pm on Thursday until 1:00am on Friday, when Friday is an academic holiday
- b. 5:00pm on Friday until 1:00am on Saturday
- c. 9:00am on Saturday until 1:00am on Sunday
- d. 9:00am on Sunday until 1:00am on Monday, when Monday is an academic holiday

C. Events with alcohol cannot occur until after the formal recruitment period is over (during quarters where there is a formal recruitment period) unless at a third-party vendor and the event is closed with no potential new members in attendance and follows all event registration guidelines.

D. Events with alcohol are prohibited from lasting longer than five hours continuously

E. Sources of Alcohol

- a. Alcoholic beverages must either be:
 - i. Provided and sold by a licensed and insured third-party vendor, e.g.,

restaurant, bar, caterer, etc.) or

- ii. Brought by the individual members and guests through a bring your own beverage system.
- b. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third-party vendor, are prohibited (i.e. amounts of alcohol greater than what a reasonable person should consume over the duration of the event)
- c. The presence of alcohol products above 15% alcohol by volume (ABV) is prohibited on any organizational/chapter premises or at any event, except when served at an event by a licensed and insured third party vendor.
- d. Alcoholic beverages must not be purchased with organizational/chapter funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.)

F. Bring Your Own Beverage

- a. Only those of legal drinking age in California may bring and consume alcohol
- b. Permitted alcohol can only be made available in central common living areas managed by sober monitors designated by the host chapter
- c. Individuals of legal drinking age may bring beer totaling no more than 72 ounces (equivalent to a six pack of 12 oz beers) or one bottle (750 ml) of wine to the event

G. Drinking Games

- a. No shots, drinking games, or other activities that encourage inappropriate or other rapid consumption or high-risk drinking behaviors shall be allowed.
 - i. The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages; the practice of consuming shots equating to one's age;" beer pong," "century club," "beer die"," dares;" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol

H. Consent Talks

- a. All events with alcohol are required to have a Consent Talk after 30 minutes and no later than 1 hour of the event starting. The Consent Talk will be provided by the chapter's Violence Prevention Chair (or a designated individual in the case that the Violence Prevention Chair isn't present) and will be given to all participants at the event. If this is an exchange between two FSL organizations, both Violence Prevention Chairs should co-present the

information. An example of the Consent Talk is below:

“Hi everyone, my name is _____ and I am the Violence Prevention Chair for (insert chapter here). We want everyone to have a great time tonight and feel safe & respected! I am going to give a brief consent talk before we continue with the rest of the night! Remember:

- 1. Consent is freely given: consent can only be given without coercion, force, threats, or intimidation. It cannot be given by someone who is incapacitated, including due to drugs, alcohol, or medication.*
- 2. Consent is reversible: you can change your mind about anything at any time during sex.*
- 3. Consent is informed: you must know what you are consenting to in order to give consent.*
- 4. Consent is enthusiastic: when it comes to sex you should want to have it.*
- 5. Consent is specific: saying yes to one thing, like making out, does not mean saying yes to everything, like having sex.*

[Add in values of chapter here, e.g. “we are men/women of high integrity”] If you are interested in hooking up with someone tonight, check in with them and make sure to respect whatever answer they give you. If you see someone crossing a line, making others feel uncomfortable or someone in a vulnerable position, please come up to me or [insert the name of Chapter President or Risk Manager, whoever is comfortable] if you need absolutely anything at all, we will be at the door (or wherever you stand)! Thank you and have fun!”

I. Registration

- a. Events with alcohol are required to be registered with the FSL office prior to their occurrence and with documents submitted prior to the required deadlines (further outlined in Article VI)

Article IV – Events without Alcohol Present

A. Guest Lists and Sober Monitors

- a. Guest lists and sober monitors are not required for events where alcohol is not present, but are encouraged

B. Registration

- a. Events without alcohol are required to be registered with the FSL office prior

to their occurrence and with documents submitted prior to the required deadlines (further outlined in Article VI)

Article V – Locations

- A. All off-campus events with alcohol must be held at a residence, including a chapter facility, or a venue under third party management that is not legally associated with the chapter in any capacity (“third-party venue”).
- B. For all events with alcohol that are located at a third-party venue, a copy of the contract with the chapter and event management company or third-party venue must be submitted with the party registration.

Article VI – Registration Process

- A. The process of online events with alcohol registration must begin at least 10 days before the date of the event.
- B. Deadlines for completion of registration are every Thursday by 12:00pm the weekend of the event.
- C. A final follow up guest list must be submitted by 12:00 noon Monday following the event with alcohol, with the full names of all attendees and birthdates of all guests who received wristbands for alcohol consumption.
 - a. No future events with alcohol will be reviewed until this requirement is fulfilled
- D. The chapter’s risk manager must complete a post-event review, which is to be submitted to Cal Poly Fraternity and Sorority Life by 12:00 Noon the Wednesday following the event with alcohol. All sober monitors and sober executive members will contribute to this review. For events with alcohol where there may be more than one chapter acting as the event host, each chapter must complete a post-event form.
 - a. No future events with alcohol will be reviewed until this requirement is fulfilled
- E. Failure to follow these requirements may subject the chapter and/or its individual members to student discipline.

Article VII – Judicial

- A. Failure to follow these procedures will be reviewed by the Office of Student Rights & Responsibilities (OSRR) and may be subject to sanctions.
- B. It is recognized that this procedure cannot address, in specific fashion, all possible social

situations that may occur. When this procedure is not specific on a particular point, the Interfraternity Council, Panhellenic Council, and United Sorority & Fraternity Council chapters and their members are expected to conduct their events and themselves in the spirit of social responsibility expressed in this procedure.

- C. Council judicial boards can also adjudicate if deemed necessary by the OSRR.

Article VIII – Amnesty

- A. The university's primary concern is for the health, welfare, and safety of all students. As such, in cases of significant intoxication as a result of alcohol or other substances, the university encourages students to seek medical assistance for themselves and/or others. Any student who assists in seeking medical attention for a person in need, will not be subject to disciplinary action for conduct in violation of this policy.

Article IX – Procedure Revision

- A. This procedure may be revised at any time by the Fraternity & Sorority Life office, OSRR and Dean of Students.
- B. This procedure will be reviewed during summer quarter, or at the discretion of the Dean of Students staff, and any revisions will be sent to members of fraternities and sororities immediately and will be effective the first day of the following fall quarter.
- C. In the event of a mid-academic year review, any revisions will be sent to members of fraternities and sororities immediately upon implementation.

EXHIBIT B



CAL POLY

NOW

Search...



Event Submission Process

SETTINGS

FORM

REVIEWERS

SUBMISSION MANAGERS



Standard Event Details

5 Sections



The following fields are standard for every event request process in this community.

Event Details



Event Title *

TextBox



Theme *

Select - Not Selected, Arts & Music, Athletics, Cultural, Fundraising, Group Business, Learning, Service, Social, Spirituality



Host(s) *

hosts



Description *

TextArea



Event Image *

Select Image

Time and Place



Start Date, End Date and Location of the Event(s) *

Event Date and Location

Event Options



Visibility *

Select - Public, Institution, Organization, Private



Categories

Checkboxes - College Connections, Paths // Thrive, Paths // Belong, Paths // Explore, Advising, Cultural/DEI, Club Fundraiser, Leadership, Meeting, Service, ...



Perks

Checkboxes - None, Free Food, Free Stuff, Credit



Allow anyone to self report attendance

Checkboxes



Virtual Fair

Checkboxes

RSVP Options



Who can RSVP? *

Select - No one, Anyone, Only invitees



Invite all members of this organization and all co-hosts after event approval

Checkboxes



Maximum number of RSVP spots allowed *

TextBox



Count guests against remaining RSVP spots

Checkboxes



Show remaining RSVP spots to public

Checkboxes



Limit number of guests per RSVP

Checkboxes



Maximum number of guests allowed per RSVP *

TextBox



RSVP Questions Summary *

RsvpQuestions



RSVP Questions *

RsvpFormDescription



Organization Representation enabled

Checkboxes



Organization Representation required

Checkboxes

Post Event Feedback



Automatically send Event Feedback email to attendees

Checkboxes



Evaluation Questions Summary *

EvaluationFormDescription



Evaluation Questions *

EvaluationFormQuestions



Recognized Student Organizations

Custom Fields

56 Sections

EDIT CUSTOM FIELDS



Additional Fields for Event



Instructions

IMPORTANT // READ CAREFULLY To avoid delays in processing, make sure to enter your event details accurately. Your Event Request must accurately reflect the details of your event. Clubs who misrepresent their event will be held accountable by the Office of Student Rights & Responsibilities. Lead time requirements apply. Review Your Go-To Guide to Club Events for more information. Event Requests can accommodate up to 17 occurrences for repeating events, however they cannot span across terms. For example, Fall and Spring meetings need to be on separate Event Requests.



Instructions



EVENT CONTACT NAME

TextBox



EVENT CONTACT PHONE AND/OR EMAIL

TextBox



EVENT ACCESSIBILITY Cal Poly encourages inclusivity in all its programs and activities. If you have questions about event accessibility or anticipate needing any type of disability-related accommodation, including (but not limited to) physical access or Deaf/Hard of Hearing services, please reach out to the Event Contact in advance of your participation or visit. Accommodation requests should be made as soon as possible but at least 5 days prior to the event.

Instructions



STATEMENT ON COMMITMENT TO COMMUNITY Cal Poly is committed to maintaining a broad and inclusive community that values diversity and fosters tolerance and mutual respect, in which all members embrace core values of academic excellence, open inquiry, free expression, and diversity. Membership in the Cal Poly community is consistent with the highest principles of shared governance, social and environmental responsibility, engagement, and integrity. We embrace and encourage our community differences in age, disability, race or ethnicity, gender, gender identity or expression, nationality, religion, sexual orientation, genetic information, veteran or military status, and other characteristics that make our community unique. All community members have the right to participate fully in Cal Poly's programs and activities free from discrimination, harassment, and retaliation (bias). To report bias at this event, submit a report here: [REPORT AN INCIDENT](#)

Instructions



OTHER ON-CAMPUS SPACE If you are wanting to reserve a space not listed in the Reservation Request (e.g. Department-managed spaces, hiking in Poly Canyon, etc.), please select Other On-Campus Indoor/Outdoor Space in the Time and Place Section and list the actual space here. If this does not apply, enter NA *

TextBox



Alternative Location Preferences What is your second choice of location if your first choice is not available after space assignments are confirmed? List the Building and Room (ex. Fisher 286 or 033-0286).

TextBox



What is your third choice of location if your first or second choices are not available after space assignments are confirmed? List the Building and Room (ex. Fisher 286 or 033-0286).

TextBox

Need more locations for this event? If you need to request more than one location for this event, add the additional location(s) here. List the



Building and Room information (ex. UU 216 or 065-0216). Ex. Your club wants to reserve all three Upper Sports Complex Fields. Select one field in the Add Reservation Request portion and list the other two fields below.

TextArea

ADDITIONAL QUESTIONS



Expected Attendance: *

TextBox



Where does your event take place? *

Radio - On Campus, Indoor Space (excluding the Rec Center), On-Campus in the Rec Center, On-Campus, Cal Poly "P", On-Campus, CAFES Experimental Farm, On-Campus, Other Outdoor Space (excluding the Rec Center, Farm, and P), Off-Campus, Online Only



Please describe the event's theme and/or activities. Be specific. For example, don't just say "games." "Instead, state what kind of games. For example: "This is a board game tournament with 30 people" or "This is a hula-hoop contest." This information is for risk assessment purposes and will not be advertised. *

TextArea



Do any of the following apply to your event? (check all that apply) *

Checkboxes - Our organization has never hosted this event before, We have hosted this event but have made changes to existing processes, New hazards or risks have been identified, None of the above or my event does not have any risk



Will there be any collection of funds? Examples include: selling items collecting registration fees charging admission selling event sponsorships *

Radio - Yes, No



Will you be playing licensed music or showing a licensed film or video (aka copyrighted material)? *

Radio - Yes, No



Will alcohol be served or sold at this event? *

Radio - Yes, No



EVENT AGREEMENT

Instructions



In the event of a medical, fire, or security emergency during my event, I agree to call 911. *

Checkboxes



As a member of the organization sponsoring the event described on this document, I take responsibility to ensure that the activity will abide by all Cal Poly State University and ASI policies and procedures. I have reviewed the Cal Poly Recognized Student Organization (RSO) Handbook and understand that this E-Plan/Event Request will be negated if activities not included on this form occur. By clicking the checkbox, I am agreeing to the statement above and am providing an electronic signature. *

Checkboxes

RISK ASSESSMENT

Your event may require a Risk Assessment. What is a Risk Assessment? A Risk Assessment is a systemic process to identify, analyze and control hazards or risks that could impact an organization's business or ability to achieve its goals and objectives. This decision-making tool aims to determine which measures should be put in place in order to eliminate or control those risks, as well as specify which risks should be prioritized according to the level of likeliness and impact they have on the organization. Why are Risk Assessments Important? The purpose of



**risk assessments is to eliminate or reduce risk and improve the overall safety of the event, activity, project, or field trip. The person who is planning the event (that's you!) is responsible for completing the Risk Assessment. At least 30 days before your planned activity, you should complete the Risk Assessment Tool and upload it here for review. Risk Management will work with you to ensure maximum safety. More information on how to use the Risk Assessment Tool is available on Risk Management's Website: <https://afd.calpoly.edu/risk-management/assessment/> If you need assistance, please do not hesitate to contact Risk Management
Email: riskmanagement@calpoly.edu Phone: (805) 756-6755**

Instructions



Upload your completed Risk Assessment Tool here:

FileUpload



I understand that if I did not upload my completed Risk Assessment above, that I must post it in the Discussion section of the Event Request at least seven (7) days prior to the event. *

Checkboxes

ON-CAMPUS EVENTS



How was your space reserved? *

Radio - Used Reservation Request Feature, WOW Club Fair (NSTP reserved the space but we are participating), Open House Campus Showcase (NSTP reserved the space but we are participating)



Who will attend this event? *

Radio - Organization members only, Open to Cal Poly Community - all students, faculty, and staff, Open to the Public, Visiting Team(s) or Competitors - Club Sports Only



Will the club be serving, selling, and/or giving away food and/or beverages (except water) at this event? *

Radio - Yes, No



Will you be using any PAID vendors, performers, companies, or service providers? Examples include: Paid guest speakers Performers DJs Officials, Judges, or Athletic Trainers Companies providing any rental equipment Any company with whom you have a contract *

Radio - Yes, No



Will you have any UNPAID guest speakers, performers, officials, etc. at your event? *

Radio - Yes, unpaid who are current Cal Poly students, faculty, and/or staff, Yes, unpaid guests from off-campus are coming to campus (e.g. alumni, company representative, etc.), No un-paid guest speakers, performers, officials, or similar



Is this event a Career Fair featuring representatives from other companies recruiting job candidates? *

Radio - Yes, No



Does your event include any of the following? *

Checkboxes - General Filming and/or Photography, Commercial Filming and/or Photography (additional approvals required), Unmanned Aircraft (e.g. drones, additional approvals required), None of the above



Will your event involve physical activity? Examples include dancing, running, hiking, sports, etc. *

Radio - Yes. Describe activity:, No



Will there be animals present at the event? (excluding personal registered service and support animals) *

Radio - Yes, No



I have reviewed the Cal Poly Emergency Map and identified the evacuation point for our event. *

Checkboxes

WOW CLUB FAIR



Each organization can have one booth space (approx. 10'x10') at no charge. There are no additional spaces for purchase for WOW Club Fair.

Instructions



What boothing supplies are you bringing for your 10x10' booth space?

Note: nothing is provided, organizations are responsible for bringing their own equipment. *

Checkboxes - Table, Pop-Up Tent (with CPAI-84 tag attached and sandbags, cinder blocks, or canopy weights)



Will you have a vehicle at your booth? *

Radio - No, Yes, vehicle type: (e.g. tractor, race car, boat, etc.)



Will your organization be performing or doing any physical activity at your booth? (e.g., dancing, ERGing) *

Radio - Yes, No



It's a Beautiful Day in the Neighborhood! Clubs will be grouped by theme this year and attendees will be provided with a "street map" to help them find the organizations they are interested in. Please select the Neighborhood your organization most identifies with. Clubs & Organizations retains the right to re-assign organizations based on fire marshal requirements. *

Radio - Academic Avenue, Belonging Boulevard, Club Sports Cul de Sac, Greek Life Grove, Hobby Highway, Interest Intersection, Professional Path

OPEN HOUSE



Which event does your club wish to participate in?Your club can do both, but you must submit a separate Event Request for each *

Radio - Poly Royal Parade | Saturday, April 11 | 10-11 a.m., Campus
Showcase | Saturday, April 11 | 11 a.m.-2 p.m.

CAMPUS SHOWCASE



Each organization can have one booth space (approx. 10'x10') at no charge. If you wish to have additional spaces, sell food, etc., there are additional fees as follows:OPTIONAL FEES

Electricity - \$15.00Merchandise Permit (No Food Sales) - \$10.00Food and Merchandise Permit - \$15.00 Additional Booth Spaces - \$15.00 per additional space

Instructions



Check All That Apply: *

Checkboxes - We need electricity at our booth - \$15.00 fee applies, We are selling merchandise only (no food) - \$10.00 fee applies, We are selling food - \$15.00 fee applies, We want additional booth spaces - \$15.00 per extra space. List the number of ADDITIONAL Spaces (max 7);, None of the above (our organization just wants one free booth space and will not be selling anything)



Will your organization be performing or doing any physical activity at your booth? (e.g., dancing, ERGing) *

Radio - Yes, No



Will you have a vehicle at your booth?(If yes, you will need to request an additional booth space, \$15 minimum) *

Radio - No, Yes, vehicle type: (e.g., tractor, race car, heavy equipment)



It's a Beautiful Day in the Neighborhood!Clubs and IRAs will be grouped by theme this year and attendees will be provided with a "street map" to help them find the organizations they are interested in. Please select the Neighborhood your organization most identifies with. Clubs &

Organizations retains the right to re-assign organizations based on fire marshal requirements. *

Radio - Academic Avenue, Belonging Boulevard, Club Sports Cul de Sac, Food Court (clubs selling food only), Greek Orgs (name TBD), Hobby Highway, Interest Intersection, Professional Path

This agreement is between California Polytechnic State University (Cal Poly) and the Recognized Student Organization listed above. Cal Poly hosts a weekend event called Open House. This event includes activities and programs for incoming students, their families and the community. Your club or organization would like to participate in Campus Showcase and share what you do with Open House visitors. By agreeing to this form, both Cal Poly and the club or organization understand and agree to the following: Fees and finesYour organization agrees to pay the Campus Showcase fee(s) listed in the form. If Campus Showcase policies are not followed, fines may be issued. Fines can be appealed. Fees are non refundable. Financial responsibilityYour organization is responsible for covering any damage, loss, or costs caused by your participation in Open House activities. This includes any fees charged by Cal Poly. Laws and campus policiesYour club or organization agrees to follow all applicable state and federal laws, as well as all Cal Poly policies, while participating in Campus Showcase and Open House. Independent groupsYour organization is participating independently. This agreement does not create an employment relationship, partnership, or official representation of Cal Poly. By submitting this form, you confirm that you have read and agree to all policies, procedures, and terms listed above. *



Checkboxes

CAREER FAIRS

For Career Fairs, please verify all vendors/employers have the following: minimum insurance for General Liability (\$2M Occurrence/\$4M Aggregate) Auto Liability (\$1M) Worker's Comp (\$1M)



Auto Liability can be substituted by proof of auto insurance, Worker's comp coverage can be substituted for a copy of their health insurance card for the person(s) coming to the event.

Instructions



I agree to verify this information for each vendor. *

Checkboxes

OUTDOOR EVENTS ON-CAMPUS



Will you have any amplified sound? Examples of amplified sound include: Any sound broadcasted through amplified equipment, including Bluetooth speakers Any electronically enhanced sound, including megaphones or bullhorns *

Radio - Yes, No



Is this event a race/run? Example: 5K fundraiser run *

Radio - Yes, No



Does your event include any of the following? *

Checkboxes - seven (7) or more Pop-Up tents, one (or more) tent, size 20'x20' or larger, on-site cooking with open flame (including solid fuel like Sterno), stage, temporary bleachers, and or temporary fencing, none of the above



If you selected any of the above, a Special Event Permit is required.- Navigate to <https://afd.calpoly.edu/facilities/services/permits> and scroll down to the Event Permit button. - Fill out the Special Events Permit Application (pdf) and email it to facilities-cbs@calpoly.edu. Once your application is approved, upload it in the Discussion section of this Event Request.

Instructions

PHOTOGRAPHY & FILMING



When you take photos of people, you need to obtain their written permission and consent to use or publish their images. You can download photo release forms, print a handful for your next event and have them ready for the folks featured in your photos to fill out on the spot. These forms should be retained by the club for three (3) years. We suggest scanning and uploading them to your Cal Poly Now Documents tool. DO NOT submit these forms to Cal Poly.
https://calpoly.photoshelter.com/galleries/C00004K2IUwN9TrM/G0000Y_ZW
Audio-Release-Forms

Instructions



I agree to have participants sign a Photo Release before capturing and/or publishing any images of them. *

Checkboxes

OFF-CAMPUS EVENTS



Are you renting the facility where the event takes place or just using at as a regular customer?Example 1: if you are renting a banquet room at a restaurant, you would select the "renter" option. If you are just making a regular reservation, you can select the non-renter option.Example 2: Hanging out on the beach is a "non-renter" event, but reserving Cuesta Park through the City of SLO would be the "renter" option.Example 3: If you are attending a conference hosted by another organization but are paying for lodging (e.g. hotel, Airbnb, campsite), you must select the "renter" option.Example 4: If you are an FSL chapter hosting an event at your chapter house, you would select the non-renter option. *

Radio - We are RENTING a facility - we have a facility agreement/invoice/contract and/or have paid to use the space (including hotels, AirBnB, etc.), We are NOT RENTING the facility - we are using this facility as a regular customer, we are attending an event hosted by another organization, or this event takes place at our official chapter house.



Will any part of your event take place outside of San Luis Obispo County? *

Radio - Yes, No



Will you be having a BBQ or potluck at this off-campus event? *

Radio - Yes, No



Does your event include any of the following? Select all that apply *

Checkboxes - Beach activities, Hiking or trail running, Open bodies of water, This is an FSL Chapter Event, None of the above

FSL Event Registration

REMINDERS FOR EVENTS WITH ALCOHOLAny event where alcohol is present can occur from: 5 p.m. on Thursday until 1 a.m. on Friday when Friday is an academic holiday 5 p.m. on Friday until 1 a.m. on Saturday 9 a.m. on Saturday until 1 a.m. on Sunday 9 a.m. on Sunday until 1 a.m. on Monday when Monday is an academic holiday Events with alcohol can not occur until after the formal recruitment period is over (during quarters where there is a formal recruitment period). Events with alcohol are prohibited from lasting longer than five hours

continuously. LOCATIONAll off-campus events with alcohol must be held at a residence**, including a chapter facility, or a venue under third party management that is not legally associated with the chapter in any capacity ("third-party venue").**We recommend that you check with your landlord and the City of SLO zoning requirements if the residence that you have chosen is allowed to host Fraternity/Sorority events. Here is a zoning map for more



information: <https://www.slocity.org/business/maps/zoning-map>For all events with alcohol that are located at a third party venue, a copy of the contract with the chapter and event management company or third party venue must be submitted with the party registration.**GUESTS** Events with alcohol present are required to have a guest list. Events with alcohol present are required to be CLOSED events. Attendance by

non-members at any event where alcohol is present must be by invitation only by the organization. Guest-to-member ratio should not exceed 2:1 or local fire or building code capacity of the organizational/chapter premises or host venue. Chapters must be prepared to show a post-event guest list from any party hosted at any moment to FSL staff.

Instructions



What is the theme of your event? *

TextBox



What is the expected attire for members and guests in coordination with name and theme? *

TextBox



SOBER MONITORS All events where alcohol is present are required to have sober monitors designated and present. Reminders: Chapters must utilize the sober monitor template provided by the FSL office. All sober monitors must be organization members that are registered through the FSL office. Three (3) sober monitors (including one from the executive committee or equivalent) are required at a minimum. For every 40 guests, invited to the event, an additional sober monitor will be required.

Instructions



Upload your Sober Monitor list: These are due by 12 p.m. the Thursday before the event. If you are not ready to upload it now, you can add it to the Discussion section of the Event Request after submission.

FileUpload



Upload your approved Risk Management Plan: *

FileUpload

OFF-CAMPUS RENTALS



What is the start date of your rental? *

TextBox



What is the end date of your rental? *

TextBox



Upload your facility contract, invoice, or agreement to use this space. *

FileUpload

ALCOHOL (OFF-CAMPUS)



Student Organizations must abide by these guidelines for alcohol: Student organizations may not receive donated alcohol of any kind. Alcohol for off-campus events needs to be sold directly to attendees and served by a licensed vendor with an ABC license. In other words, only cash bars are allowed. No alcohol will be paid for or reimbursed with organization funds. Campus Administrative Policy 172 must be followed.

Instructions



What licensed vendor is providing the alcohol for your event? *

TextBox



Please upload or link to the vendor's ABC license. If you don't have the license yet, you can upload it at a later date in the Discussion section of this request. Please note that the license must be received no later than three (3) business days before your event.

FileUpload



Estimated Percentage of Attendance Under 21 Years: *

TextBox



Who can attend the event? *

Radio - Organization members and their invited guests only, Open to non-members/guests



Requesting to serve: (select all that apply) *

Checkboxes - Beer, Wine, Other:



Will non-alcoholic beverages be served? *

Radio - Yes, No



Will a meal or substantive appetizer(s) be served? *

Radio - Yes, No



Who will be verifying IDs? *

TextBox



Method to ID those under 21: *

Checkboxes - Wristbands, Handstamps, Other



Security/Event Staff will be provided. *

Radio - Yes, No



I understand that my organization may be held responsible and/or liable should a person attending the event be involved in an incident resulting in personal injury and/or death. A designated representative shall be present for the entire event on behalf of the organization and will be responsible for ensuring compliance with all laws and requirements. Food and non-alcoholic beverages must be served. Special event insurance will be required for events open to the public, large attendance, off campus, and/or sales of alcohol. Alcohol service and consumption area must be enclosed/secured *

Checkboxes

ALCOHOL (ON-CAMPUS)

On-Campus Club Events with Alcohol Events, meetings, and activities that are hosted by a Recognized Student Organization (RSO) are not considered University events and are not eligible to serve alcohol. In

accordance with Campus Administrative Policy (CAP) 172.5.2.5, religious rituals that involve the ceremonial use of alcohol may be exempt from this prohibition. The University recognizes and supports the important role of faith and religious practice in the lives of its community members. Some religious practices or rituals include the use of alcohol. State law, which generally prohibits serving or making alcohol available to individuals under the age of 21, permits the serving of alcohol to individuals under the age of 21 as a part of a bona fide religious observance, ceremony, or rite. This policy requires individuals to comply with the laws of the state of California, Cal Poly Alcohol Policy, and the RSO Handbook. The following requirements are intended to strike an appropriate balance between permitting and supporting various religious practices and ensuring a safe and healthy environment for our students.

PRE-EVENT The Event Contact (student officer) submit an E-Plan. The Event Contact submits a Cal Poly Now Event Request, indicating alcohol service for an on-campus religious observance. Cal Poly Clubs & Organizations confirms insurance coverage, including host liquor liability. The University Host submits an Alcohol Service Request Form to Risk Management. Once all approvals are received from the space owner, Clubs & Organizations, and Risk Management, the event is confirmed.

DURING THE EVENT The University Host must be present at all times and will track event attendance via Cal Poly Now. The event must be closed to the general public and open only to club members, advisors, and Religious Leader(s) as defined by the organization's Roster on Cal Poly Now. Only the minimum amount of alcohol necessary for the observance or ceremony may be available, with a maximum of 1.5 ounces per person served per event. Only beer or wine may be served at religious events. Alcohol containers are to be opened one at a time. Any excess alcohol remaining after the event must be disposed of by the Religious Leader or University Host. These events are required also to serve non-alcoholic beverages and provide substantive appetizers or a meal as part of the event.

DEFINITIONS Religious Leader: A Religious Leader is a person over the age of 21 who has authority in a religious community and guides followers in spiritual matters, doctrine, and practices. As



responsible stewards of the health and well-being of university students, Religious Leaders affiliated with RSOs are expected to conduct themselves consistent with university expectations within the range of the religious practice. The Religious Leader that chooses to make alcohol available in a religious observance, ceremony or rite is responsible for the health and well-being of the students who participate in the observance. The Religious Leader must be a University Volunteer and have Responsible Beverage Service training. The Religious Leader is responsible for acquisition, distribution, and disposal of any leftover alcohol. University Host: A University Host is the highest-ranking management employee in the division that is responsible for the direction and control of the event. The University Host must have Responsible Beverage Service training. For RSO events, the University Host is Sarah Hawkins, Associate Director, Leadership & Service.

Instructions



What is the name of the Religious Leader (see definition above) for this event? *

TextBox



What is the email address of the Religious Leader for this event? *

TextBox



Requesting to serve: (select all that apply) *

Checkboxes - Beer, Wine



Will non-alcoholic beverages be served? *

Radio - Yes (Required), No (Not allowed - Event Request will be denied)



Will a meal or substantive appetizer(s) be served? *

Radio - Yes (Required), No (Not allowed - Event Request will be denied)



What percentage of the attendees will be under the age of 21? *

TextBox



Our organization agrees to follow the guidelines for on-campus religious observances that serve alcohol and will not host this event if the event is not confirmed by Cal Poly Clubs & Organizations. *

Checkboxes

OFF-CAMPUS BBQS & POTLUCKS



Cal Poly's Environmental Health Safety and Risk Management department encourages members of the campus community to celebrate together, while prudently managing the risks of food-borne illness. We understand that we can't eliminate the risk of foodborne illness, and we offer these food safety guidelines as a means to improve your experience of breaking bread together. PRO TIP: Consider catering the event. Catering puts most of the burden of food safety on others. Click each box below to indicate the you have read, understand, and agree to follow each guideline.

Instructions



Avoid perishable foods. Examples of foods that spoil easily are dairy, eggs, cheeses, fish, and meats. *

Checkboxes



Consider prepackaged, prewashed foods. Making these simple choices will reduce the chance of introducing food-borne bacteria into the event. *

Checkboxes



Clean – Wash hands, surfaces, and utensils often. Food-borne bacteria are invisible and can spread throughout the kitchen and get on cutting boards, utensils, sponges, countertops, and food. Keep yourself and co-workers safe by keeping your hands, surfaces, and utensils clean. Make sure fruits and veggies are washed thoroughly, too! *

Checkboxes



Separate, Don't Cross-Contaminate. Raw meat, poultry, seafood, and eggs can contain harmful bacteria. Prevent cross-contamination by keeping these foods separate from others during preparation and cooking. Use different ice for cooling drink containers than you use for drinking. Wear disposable gloves when preparing and serving for others. *

Checkboxes



Cook to Proper Temperatures. Heating foods to the right temperature for the proper amount of time will kill harmful bacteria that cause food-borne illness. Use a food thermometer to check the internal temperature. Bacteria that cause food-borne illness grow at temperatures between 40°F and 140°F. *

Checkboxes



Refrigerate Promptly. At room temperature, harmful bacteria can grow rapidly in food. The more bacteria there are, the greater your chances of becoming sick. Cold temperatures keep most harmful bacteria from multiplying, so keep perishable foods in the refrigerator. *

Checkboxes



Follow the two-hour rule. Don't give bacteria a chance to grow – keep food at above 140°F or below 40°F. If you put food out at room temperature, don't leave it out for more than two hours. *

Checkboxes



Clean Up Completely. Leaving food out allows bacteria to grow and attracts varmints, and the varmints bring messes of their own. *

Checkboxes



OPTIONAL: Become better educated. Take our food safety training class on the Environmental Health and Safety website under Food Safety. Be a leader in your workgroup regarding this issue!

Checkboxes

AMPLIFIED SOUND



Outdoor events and activities that involve amplified music or speech are permitted from 7:00 AM to 10:00 PM. University scheduling protocols must be followed. Amplified sound at these times is allowed without prior approval, however, the sound level may not exceed that which is unreasonably disruptive to instructional programs, scheduled events, University business operations, and/or Library or classroom study and research. Amplified sound is intended to be heard in the immediate area only. Amplified sound base decibel rates of 101 with spikes to 108 are permitted. Outdoor amplified sound events are subject to monitoring and regulation. For reference, a normal Bluetooth speaker at 75% volume emits ~80 decibels. An iPhone at full volume emits ~90 decibels. Additional information, including enforcement and discipline for non-compliance can be found on Campus Administrative Policy 145.9: Amplified Sound.

Instructions



Would you like to check out a decibel meter during your event to ensure that your noise levels are within the permitted range? *

Radio - Yes, No



I agree that I am responsible for ensuring that the amplified sound at our event is within the limits established by campus policy (CAP 145.9) and may be subject to disciplinary action for non-compliance. *

Checkboxes

FOOD FOR CLUB MEMBERS ONLY



You have indicated that food will be served at your event but that your event is open to club members only. In this situation, you are eligible to serve food from any vendor. Please note that food from non-approved vendors cannot be delivered to campus. It must be picked up

by a member or advisor and brought to the meeting. If you are planning a potluck, please review the guidelines on Food Safety and Hygiene.

Instructions

Select the choice that applies to your event: *



Radio - We will be using an approved vendor, We are having a potluck. I have reviewed the guidelines for Food Safety and Hygiene and have shared it with all other club participants who will be preparing or serving food., We will be using a non-approved vendor and we understand that the food must be picked up and cannot be delivered to campus.

APPROVED CATERERS



These are the only vendors who may cater events on campus. They have been fully vetted by Procurement and Risk Management and meet all our policies. Contact them directly to obtain a quote for your event. This list is updated monthly. To view the most up-to-date list, visit Approved Caterers. List updated July 1, 2026

Instructions

Who is providing the food? *



Checkboxes - Food will be prepared/cooked by club members, Food will be provided by University Catering or an on-campus dining outlet (e.g. Red Radish, Subway, etc.), Food will be purchased from Buenos Diaz Mexican Grill (approved vendor), Food will be purchased from Condesa (approved vendor), Food will be purchased from Ebony SLO (approved vendor), Food will be purchased from Efren's Mexican Restaurant (approved vendor), Food will be purchased from Field to Table Catering (approved vendor), Food will be purchased from Gold Land BBQ (approved vendor), Food will be purchased from House of Bread (approved vendor), Food will be purchased from House of Prayer (approved vendor), ...

CAMPUS DINING FOOD WAIVER

If you are bringing food on campus to give away or sell, you need to fill out this Food Waiver Application at least seven (7) days prior to your event. If you have any questions, please call University Catering at (805) 756-1177. Campus Dining has the exclusive right to serve and sell food on campus. It is not generally the policy of the Corporation and the University to waive this privilege. This waiver may be issued ONCE PER QUARTER, PER CLUB OR ORGANIZATION ONLY. In evaluating this request, Campus Dining uses the following criteria: The waiver request is from a bona fide University/Student department, organization, or ancillary entity for a University-related function. The nature and extent of the event's food service requirement cannot be provided by Campus Dining. Campus Dining does not elect to provide the event's food service requirements. The donating company may not receive advertising, tickets, or special arrangements in exchange for food. It is not the policy of Campus Dining to waive the exclusive privilege in order to save the sponsor costs to hold the event. If your request is approved, as indicated by University Catering's vote of support on this event request: you acknowledge the responsibility of your organization to comply with applicable health and safety regulations for the event you verify that your organization assumes full responsibility for any loss, damage, or injury resulting from any food-related activity or conditions you hold the Corporation harmless from any liability for losses resulting from said event and you confirm that the organization shall not use this waiver approval as a reason for any future or other event. University Catering requests the following information to assist them in making a final decision regarding this matter. Thank you for your cooperation.

Instructions

The group listed above has requested that Campus Dining waive its rights as per Campus Administration Manual, Section 241, which states "Campus food sales/service and related facilities are the exclusive privilege of the Corporation. The Corporation is assigned this responsibility by the University to facilitate adherence to applicable



policies, ordinances, and laws, and for continuity of the total food service program for the University community." *

Checkboxes



Are you selling the food or giving it away? *

Radio - Selling the food, Giving away the food



Source of food (e.g. restaurant, grocery store, etc.): *

TextBox



Description of food items: *

TextArea

FOOD SAFETY AND HANDLING



If you will be preparing food to sell or give away, you must complete an Application for a Temporary Food Facility Permit at least two (2) weeks prior to your event. Submit an Application for a Temporary Food Facility Permit. Complete the Food Safety Training (links available on the Application). Once everyone who will be preparing food has completed the training and uploaded their certificate of completion to the Application, it will be approved.

Upload your Application Approval here or in the comments section of this submission if you receive your approval at a later date. Print the Application Approval and post it at your temporary food facility (food booth or BBQ).

Instructions



Upload your approved Application for a Temporary Food Facility Permit

FileUpload



Have you uploaded your approved permit? *

Radio - Yes, No, I understand that my event will not be confirmed without an approved Temporary Food Facility Permit and will upload it in the Discussion section of this Event Request.

GUESTS



What is the name of the guest (speaker, presenter, performer, etc.)? *

TextBox



What is the guest's email address? *

TextBox



If there are additional guests, please list their name(s) and contact information here: *

TextArea



Are you paying and/or signing a contract with this guest speaker/presenter/performer? *

Radio - Yes, No

CONTRACTED VENDORS



Cal Poly has contracted vendors for renting tables, chairs, linens, dishes, tents, stages, A/V, etc. A contracted vendor is a vendor with whom Cal Poly has negotiated preferred pricing. If you do not use a contractor vendor, additional paperwork will be required before the vendor can provide any services on campus.

Instructions



Which contracted vendor(s) are you using? Select all that apply *

Checkboxes - All About Events, EVO Events, Taylor Rentals, Any other vendor, including service providers (officials, speakers, etc.)

OTHER VENDORS



Outside Vendor/Contractor Name: *

TextBox



Vendor Phone and/or Email: *

TextBox



What service are they providing? Be specific: e.g. table & chair rental, venue rental, Knockerball rental, performance, presentation, etc. *

TextBox



If there are additional outside vendor(s), please list them and their contact info here:

TextArea



A contract is an agreement between an organization and a service provider that documents the terms of the relationship. Contracts are required for: Performers and presenters Non-Cal Poly-approved vendors Referees and officials RSOs are responsible for signing their own contracts and service agreements. The university does not sign contracts on your behalf. When reviewing a contract: Protect your organization. Ensure a clear understanding of the terms of the agreement

Instructions



Upload a copy of your contract with the service provider. *

FileUpload

MINORS



Typical youth programs include, but are not limited to, instructional programs, day camps, overnight camps, and sports camps. Minors are defined as individuals who are under 18 years old.



Will minors be actively participating in your event? *

Radio - No, all participants will be 18-years or older, Yes, Cal Poly students who are younger than 18, Yes, non-Cal Poly students who are younger than 18

MINORS



Description of minors' activities during the event: (e.g. robotics workshop and lunch) *

TextArea



Number of minors attending: *

TextBox



Age range of minors attending: *

TextBox



Will the minors be staying on campus overnight? *

Radio - Yes, No



Who is responsible for the supervision of the minors? *

Radio - They will be coming as a group from their school or organization as a recognized trip, supervised at all times by their teachers/counselors., The minors will be arriving on their own initiative but they will be supervised by their parent/guardian through the event., They will be supervised by Cal Poly students, staff, and/or university volunteers during the event.



WAIVER OF LIABILITY FORMSFor participants under the age of 18, their guardian will need to sign a Waiver of Liability either at the event or you can send the release form to them in advance to get their guardian's signature and bring the signed form with them.Please print enough copies for each participant to sign, or email clubs@calpoly.edu with your expected headcount and we will pre-print the forms for your event. You can also send the form to the school ahead of time so the teacher(s) can help gather guardian signatures and bring signed forms

to campus with them. Signed waivers must be turned in to UU 217 or clubs@calpoly.edu no later than 48 hours after the event. Waiver: https://content-calpoly-edu.s3.amazonaws.com/clubs/1/documents/CSU_Liability_Waiver_2022.pdf
Instructions

How will you be distributing Release of Liability forms for the parents/guardians to sign? *



Radio - Paper Waiver of Liability forms will be available to sign at the check-in desk., We will be sending them to the teachers/counselors of the school or organization to be completed and returned., Other

YOUTH PROTECTION PROGRAM

The Youth Protection Program does NOT apply when minors are attending campus events under the supervision of a parent/guardian or chaperone (e.g., K-12 schoolteacher) at all times. If your event has parent/guardian/chaperone supervision at all times, press the BACK button and change your answer to the question, "Who is responsible for the supervision of minors?" All events, operations or activities, in-person or virtual, designed for participation by youth organized by Cal Poly, either on-campus or off-campus, in which youth program personnel are responsible for the care, custody, or control of youth fall under the Youth Protection Program. Because you indicated that Cal Poly students and/or staff are responsible for the supervision of minors at your event, you will need to get approval from Risk Management through the Youth Protection Program: <https://afd.calpoly.edu/risk-management/youth/>



Instructions



Upload your Youth Protection Program approval here:

FileUpload

YOUTH PROTECTION PROGRAM // OVERNIGHT



Because your event meets the requirements for the Youth Protection Program, and is an overnight event, you must work with Conference & Event Planning to get approval for your event.

Instructions



Upload proof of event approval from Conference & Event Planning:(if you don't yet have approval, you can upload the document later in the Discussion section of the Event Request. Final approval is due three (3) business days prior to the start of your event).

FileUpload

TRANSPORTATION AND PARKING

Since your event is open to the public, we want to let you know that Transportation and Parking Services offers event parking services including guest permits and signage. Please review and select the best option that suits your needs. If you have questions, unique circumstances, or would like to discuss first, please contact eventparking@calpoly.edu. Option 1: OffStreet Virtual Event Permits With Offstreet, TAPS will provide you with a custom link to share with your event guests. This link can be customized with your event name, logo (if applicable), access codes for security, and have the option for the club to pay for parking or the customer to pay for parking. Click here (<https://www.offstreet.io/location/D63ERZOE>) for a sample event. Use code “GOPOLY” to test the whole process. Your club would send this link out to your guests and they would be responsible for pre-registering their parking. Each permit costs \$11.50. The permit that is issued is a “sponsored guest permit” and can be used in Sponsored Guest, Commuter, and Staff spaces (no resident/limited timed zones). Sample Use Case: You are expecting 10-200 vehicles to arrive, you do not know the license plates of the vehicles coming ahead of time, and are okay with guests having to visit a website to pre-register their parking. Option 2: Virtual Authorizations With Virtual Authorizations,

your club can submit up to 10 vehicles PER event to TAPS. TAPS will virtually issue Sponsored Guest permits allowing your guests to park in any Sponsored Guest, Commuter, or Staff space (no resident/limited timed zones). Your club will have to obtain the license plate information prior to submitting this request. There is no option for the guest to pay for parking – the club must fund this option. Permits are \$12/ea. Sample Use Case: You only have a few guests coming (and would like to give them a “VIP” treatment) for your event and don’t want them to have to deal with the hassle of “pre-registering” their parking.



Option 3: Paystation Codes With Paystation Codes, your club can purchase uses on a 6-character alphanumeric code that will need to be physically entered into a paystation. Your club will be provided this code that will come pre-loaded with your desired number of uses. Each use is \$12. Codes do not expire and can be used anytime in the future after your event if you have uses remaining. This option is great for recurring events with small guests. Your club will then be responsible for informing the guest on what the code is and how to redeem it.

Guests will need to visit a paystation on campus, select the Sponsored Guest option, and enter the code to receive their free permit. Guests do not have the option to pay for these permits. With their permit, guests can park in any Sponsored Guest, Commuter, or Staff space (no resident/limited timed zones). Paystation codes should NOT be used for events where there are more than 10 guests as this will not create a good guest experience. Utilize Offstreet if you have more than 10 guests. Sample Use Case: You have multiple, recurring events where a small number of guests will need parking. The guests may not always be the same peoples or you don’t want to constantly have to submit a parking request. Ex. A rotating cast of guest speakers/attendees coming to multiple events during the week/quarter/year.

Option 4: Reserved Spaces Reserved Spaces are physically reserved spaces with a sign in front of them that say something along the lines of “Reserved for [Guest Name]”. This option is priced at \$20/space. This option should be reserved for VIP guests and is typically used for 1-3 spaces. Approval of the reservation will depend on the location, date, and time of the event and requesting the reservation does not indicate approval of the

reservation. There are also limited options of lots to select from. TAPS does not monitor these spaces – however, if you suspect a non-guest has utilized your reserved space, please contact us at 805-756-7861.

Sample Use Case: Your club would like to arrange a reserved space for a VIP guest close to the event location

Instructions

Would you like to use any of the above options? *



Radio - No, we will not be reserving any parking for our guests to campus., Yes, OffStreet Virtual Event Permits (Option 1), Yes, Virtual Authorizations (Option 2), Yes, Paystation Codes (Option 3), Yes, Reserved Spaces (Option 4)

OffStreet Virtual Event Permits

In order to discuss your request for Offstreet, TAPS requests you email eventparking@calpoly.edu with a summary of your event needs and a request to set up an Offstreet Events page. You will need to have your club's Chartfield String available if the club is going to be covering the cost of parking. A Chartfield String is not necessary if you are passing along the cost of parking to your guests. Your Chartfield String will be SL002 – 170100 – 660734 – R1001 followed by a Y and your 5 digit “org key” or account number. To find your account number (Org Key), visit your Finance tool or email asiclubservices@calpoly.edu. Directional Signs are also available as an add-on. Directional Signs guide your guests from the 3 campus entrances to the parking location. Walking Signs guide your guests from the parking location to your event.



Disclaimers: OffStreet Events can NOT be utilized for any Cal Poly students, staff, or faculty. Any Cal Poly students, staff, or faculty attending your event should purchase the permits necessary to park on campus. All invoicing will occur the month after your event date. (Ex. Your event was in May, you'll be billed in June). Allow 7 days for processing of the email. Cal Poly Clubs & Organizations will not verify your parking preferences for your event. It is your responsibility to follow through on this request with TAPS.

Instructions



I have read and understand the requirements and have contacted eventparking@calpoly.edu. *

Checkboxes

Guest Parking and Signage

Based on your selection, you must submit the Guest Parking & Signage Request Form via Adobe Sign. Guest Parking & Signage Request Form INSTRUCTIONS On the PowerForm launch page: For Requestor, enter your calpoly.edu email address For Fund Approver, enter the calpoly.edu email address of your Advisor Hit Submit Follow the link in



the subsequent email from AdobeSign to fill in the form For Department, enter your full club name Fill out the rest of the questions as required and based on your parking option (Paystation Codes, Virtual Authorizations, Reserved Spaces). The form will then be routed to your advisor to sign and add a Chartfield String. Your advisor will need to select ASI as the Source, Fund “SL002”, Dept ID “170100”, Program “R1001”, and then a Y followed by your organization’s five-digit account number as the Project. Example: Y12345. To find your account number (or Org Key), visit your Finance tool or email asiclubservices@calpoly.edu. Directional Signs are also available as an add-on. Directional Signs guide your guests from the 3 campus entrances to the parking location. Walking Signs guide your guests from the parking location to your event. If you have any questions regarding signage, please contact eventparking@calpoly.edu.
Disclaimers: Virtual Authorizations, Paystation Codes, and Reserved Spaces can NOT be utilized for any Cal Poly students, staff, or faculty. All invoicing will occur the month after your event date. (Ex. Your event was in May, you’ll be billed in June). Allow 7 days for processing of the form. Cal Poly Clubs & Organizations will not verify your parking preferences for your event. It is your responsibility to follow through on this request with TAPS.

Instructions



I have read and understood the requirements and have submitted the Guest Parking & Signage Request Form. *

Checkboxes

ON-CAMPUS RACES & RUNS



Your race route will require separate approval from Transportation and Parking Services (TAPS). Send your proposed route to eventparking@calpoly.edu

Instructions



Upload documentation of your route approval from TAPS:

FileUpload



I understand that my event will not be approved without TAPS route approval. *

Checkboxes

ANIMALS



Which approved agency will be bringing animals to campus? *

Radio - SLO Dogs (need new insurance), Canine Companions (need new insurance), Alliance of Therapy Dogs (need new insurance), Other Animal Agency (additional review required):



Please describe the activity and animals: *

TextArea

FUNDS



IMPORTANT: Funds may never be placed in a student's or advisor's personal account. This means that club funds can NEVER be collected via Venmo or other peer-to-peer funds transfer services. Please use the matrix below to refresh your knowledge on what methods of payment can be collected for certain transactions. To request an ASI PayPal POS system for your event, submit the PayPal Point-of-Sale Terminal Request form. Questions? Contact asiclubservices@calpoly.edu

Instructions



What are funds being collected for? Click on the (i) to see what payment methods are acceptable for each type of sale. *

Checkboxes - Event admission, Food or drinks, Fundraisers, Event Sponsorships, Donations, Other:

What method(s) will be used to collect funds? Select all that apply. *



Checkboxes - Cash, Check, ASI PayPal Webpage/POS, giving.calpoly.edu (online donations only)



Will merchandise (non-edible items) be sold? *

Radio - No, Yes, we are selling the following:



Is this a fundraising event where you are expecting to raise \$5,000 or more? *

Radio - No, Yes

SPONSORSHIPS



Sponsorship means that the sponsor is receiving benefits in exchange for their sponsorship. Common examples of events that might use sponsorships: Hosting companies for a career fair A company is helping off-set the cost of attending or hosting an event

Instructions



Please describe the sponsorship level(s) for your event: e.g. Bronze Sponsorship is \$250, Silver Sponsorship is \$500, Gold Sponsorship is \$1000 *

TextArea



How much of the sponsorship is returned to the sponsor as a benefit?

Example 1: The Bronze Sponsorship costs \$250 and \$200 gives them a table at your event and \$50 gives them their name printed on the event banner. In this case, 100% of the sponsorship cost is a benefit to the sponsor. Example 2: The Silver Sponsorship costs \$500 and \$200 gives them a table at the career fair, \$50 gives them their name printed on the event banner, and \$100 gives them their logo printed on the event t-shirt. In this case, they received \$350 of value out of their \$500 fee. The remaining \$150 would be a tax-deductible donation to the club. *

Radio - 100% of the sponsorship costs are used to provide benefits back to the sponsor, A portion of the sponsorship fee is above and beyond their benefit and should be considered a tax-deductible donation. The amount of the donation is: \$

FUNDRAISING EVENT APPROVAL



Fundraising events require approval if it is expected to raise \$5,000 or more. This does not apply if your organization banks off-campus (rare). The Fundraising Event Approval Form can be downloaded from <https://content-calpoly-edu.s3.amazonaws.com/advancement/1/documents/Fundraising-form-2022-fillable-v1.pdf> Send the completed form to Lisa Rockwell-Harpster (lrockwel@calpoly.edu) for approval or contact her with questions. Upload your approved Fundraising Event Approval Form here. *

FileUpload

COPYRIGHTED MATERIAL

SHOWING A FILM OR VIDEO You indicated that you would be showing a film or video at your event. It is the club's responsibility to obtain any necessary licenses to screen the film/video at your event. Is it copyright infringement to show a Netflix movie to my club? (or other streaming service) Yes, showing a Netflix movie to your club likely does constitute

copyright infringement, unless you have obtained the appropriate public performance rights. Here's why: Netflix is licensed to stream content for personal, non-commercial use only. Their Terms of Use specifically say "the Netflix service and any content viewed through the service are for your personal and non-commercial use only and may not be shared with individuals beyond your household." Other streaming services have similar terms. Showing a movie to a group outside your immediate household (such as a club, school, or organization) is generally considered a public performance under U.S. copyright law. How can I show a film legally? You have a few options:

- Obtain public performance rights through a licensing service like Swank or Criterion Pictures.
- Show films through Cal Poly's Kanopy subscription. Most films on Kanopy allow non-commercial, group showings in campus events as long as:
 - No admission fee is charged
 - The event is not open to the general public (i.e. Cal Poly students/staff only)
- Use movies in the public domain or those specifically licensed for group viewing (e.g., Creative Commons)
- Check if the movie is available through a platform that includes public performance rights, which is rare for commercial streaming services.

PLAYING MUSIC Most music is protected by copyright, and public performance of music requires a license, even if the event is free, you're not making money, and the music is streamed or purchased legally. What Counts as a Public Performance? A public performance includes:

- Playing music at a club meeting, party, or event open to non-members
- Playing music through speakers in a public or semi-public venue
- Even small, informal gatherings can count if they're outside a private home.

How to Play Music Legally

- 1. Obtain a Performance License** You can get licenses from Performance Rights Organizations (PROs): ASCAP (American Society of Composers, Authors, and Publishers) BMI (Broadcast Music, Inc.) SESAC or GMR (smaller catalogs) Licensing through these organizations covers most music. Some venues already have these licenses — check with the event space.
- 2. Use Royalty-Free or Licensed Music** Some services offer music that includes public performance rights: Epidemic Sound Artlist Soundstripe Public domain or Creative Commons-licensed music





I understand that it is my responsibility to obtain permission for playing licensed music or showing a licensed film or video. *

Checkboxes

BEACHES AND OPEN WATER



BEACH ACTIVITIES For beach activities, here are some ways to encourage safety. This list is not exhaustive and is intended for informational purposes only. **BONFIRE SAFETY** // Avoid winds: Don't start a fire during windy conditions; sparks can jump onto nearby surfaces or people. Never use accelerants: Never use gasoline, lighter fluid, or other accelerants to start or re-light your bonfire. Never throw fireworks, batteries or other combustible items into a burning fire. Bring a fire extinguisher, shovel, or bucket: With a fire, be ready for an emergency. If you don't have a fire extinguisher, fill a shovel or bucket with sand to extinguish the fire. Avoid nails. Use logs that do not have nails. Play away from any flame. Never play games on or near a bonfire. **PROTECT YOURSELF AND YOUR GROUP** // Have a first aid kit available. Have emergency numbers ready. If your event is during daylight hours, bring sunscreen. Have someone along who is first aid/CPR trained. Bring extra water; dehydration can happen during the day or night. If you are out past nightfall, bring flashlights. **ALCOHOL IS NOT ALLOWED** // Alcoholic beverages are not to be served at off-campus functions by officially recognized Cal Poly Clubs except when private service (i.e., for members and guests) is arranged by contract with a properly licensed third-party vendor. **OPEN BODIES OF WATER** Recognized Student Organization events are not allowed to take place in open water. The only exception is Club Sports activities.

Instructions

Please select the option that applies to your organization: *



Radio - My organization is not a Club Sport and I agree that we will not participate in any activities involving open bodies of water., My organization is not a Club Sport and we will only be participating in activities involving open bodies of water under the

guidance of a licensed company which whom we have a contract, My organization is a Club Sport:

OPEN WATER (CLUB SPORTS)



Please keep the following safety guidelines in mind: Wear high-visibility swim caps (bright colors) or TYR pinnies. Consider having someone stay on land with a cell phone who can spot the swimmers and call for help if needed. Take a Safety Officer and first aid kit with you. Follow the Harbor patrol's instructions for safe swimming. Don't go outside of the buoy/pier radius. If any shark-spotted signs are posted, DO NOT SWIM.

Instructions



I have read and agree to these guidelines for Club Sports Open Water activities. *

Checkboxes

HIKING & TRAIL RUNNING



Please keep the following safety guidelines in mind: Make sure everyone has food, water, sunscreen, and appropriate footwear. Stay on the trail - avoid shortcuts and poison oak. Carry a cell phone and first aid supplies in case of emergency.

Instructions



I have read these guidelines for safe hiking and trail running. *

Checkboxes

CLUB SPORTS HOME EVENTS



Visiting Team(s): *

TextBox



Event Schedule: Please include team arrival time, warm-up, start time(s), end time(s), and departure time, as applicable. *

TextArea



Expected Athlete Attendance: *

TextBox



Expected Audience Attendance: *

TextBox



What is the location of your event? *

Radio - Rec Center, Sports Complex, Anderson Pool, Tennis Courts, Multi-Activity Center, Other:



Are you hiring Athletic Trainer(s) for this event? Athletic Trainers are required for all home tournaments and for some home games. Ask your advisor if your event requires them if you are not sure. *

Radio - Yes, No (enter n/a below)



Athletic Trainer Name: *

TextBox

E-STAFF



Based on your location, your event requires Event Staff (E-Staff). Please answer the following questions to let us know how the E-Staff can best serve your event. How many E-staff would you like to have at your event? A minimum of one e-staff is required for on-campus events not taking place at the Rec Center but you can request more here. *

TextBox



What time should your E-Staff arrive to set up? (this must be a minimum of 30 minutes before event start time). *

TextBox



What time does the event/game/tournament start? *

TextBox



What is the estimated end time of your event? *

TextBox



I agree to sign the PRF(s) to pay E-Staff within one week, otherwise an additional one (1) hour of pay will be added to the contract for each business day delay. *

Checkboxes

SPORTS COMPLEX



Will you be renting porta-potties for the Sports Complex? This is in addition to the porta-potties that are already in place? *

Radio - Yes, No

PORTA-POTTIES



This diagram shows the locations where the porta-potties are allowed to be placed. Sports Complex Porta-Potties Diagram Please share this map with the vendor.

Instructions



What company are you renting the porta-potties from? *

TextBox



I understand that it is my responsibility to show this diagram to the vendor and have the porta-potties removed before 7:00 am the next business/school day. *



Upload your contract/invoice with the porta-pottie company: *

FileUpload

WAIVER OF LIABILITY FORMS



Based on the information you have provided, waivers of liability forms may be required for some or all of the event participants. This could be for any of the following reasons: A guest speaker or presenter with whom the club is signing a contract Participants are participating in physical activities like dance or sports Minors are coming to campus (exception is minors who are audience members at events) The Clubs & Organizations Office will comment on your event request to let you know exactly who needs to sign the waivers. Follow their instructions and return signed waivers to Clubs & Organizations within 48 hours after the event. Submit the sign forms by uploading them in the comments section of this Event Request or turn in hard copies to Clubs & Organizations // University Union, 65-217. Note: If you fail to submit signed waivers for this event by the deadline date, you will have to meet with the staff from Clubs and Organizations before any future events can be approved.

Instructions



I understand that some or all participants need to sign a Waiver of Liability before participating and I agree to submit signed waivers for participants within 48 hours after my event. *

Checkboxes



Select your club from the list below: *

Select - Country Line Dance, The Garden Club, Men's Beach Volleyball, Salsa Club, Softball Club, Swing Club, Other, my club is not listed

DIGITAL WAIVERS

WAIVER OF LIABILITY FORMS Participants are required to sign a Waiver of Liability before participating in your event. **STUDENT MEMBERS** Cal Poly students can submit a digital Waiver of Liability that is valid for all on-campus club activities through June

30. <https://now.calpoly.edu/submitter/form/start/690898> **NON-**



STUDENTS/NON-MEMBERS Print enough copies for each participant to

sign a paper waiver, or email clubs@calpoly.edu with your expected

headcount and we will pre-print the waivers for your event. Signed

waivers must be turned in to UU 203 or clubs@calpoly.edu no later than

48 hours after the event. Waiver: <https://content-calpoly->

[edu.s3.amazonaws.com/clubs/1/documents/CSU%20Liability%20Waiver%2](https://content-calpoly-edu.s3.amazonaws.com/clubs/1/documents/CSU%20Liability%20Waiver%20Instructions)

Instructions



Will you use digital waivers or paper waivers? Select all that apply. *

Checkboxes - Digital waivers (must be submitted PRIOR to participation), Paper

Waivers (must be turned in to UU 203 no more than 48 hours after your event)

RELEASE OF LIABILITY FORMS FOR CLUB SPORTS

RELEASE OF LIABILITY FORMS All non-team members are required to sign a Release of Liability before participating in your event. This

includes: visiting players visiting coaches officials Current team

members with a valid Participation Agreement on file do not need to



sign a Release of Liability. They are covered by their Participation

Agreement. Signed release forms must be turned in to UU 203 or

clubs@calpoly.edu no later than 48 hours after the event. Waiver:

<https://content-calpoly->

[edu.s3.amazonaws.com/clubs/1/documents/CSU%20Liability%20Waiver%2](https://content-calpoly-edu.s3.amazonaws.com/clubs/1/documents/CSU%20Liability%20Waiver%20Instructions)

Instructions



I agree to have all non-team members sign Release of Liability forms PRIOR to participation and will turn in the signed forms to UU 203 no more than 48 hours after our event. *

Checkboxes

PRINTING WAIVERS



Would you like our office to print the blank waivers for you? You will be notified when your blank waivers are ready to be picked up from UU 203 at the ASI Club Services desk. *

Radio - No, we will print them ourselves, Yes, please print blank waivers for our event.
We'd like to request __ copies:

TRAVEL



Is this is a day-trip or an overnight trip? *

Radio - Day trip, Overnight trip



Is your organization a Club Sport? *

Radio - Yes, No



Will your organization be traveling outside the United States for this event? *

Radio - Yes, No

LODGING



In what type of lodging will you be staying? *

Radio - Hotel/motel, Airbnb or similar rental of a private residence, Campsite, Private residence (e.g. home of club member, no rental)

What is the physical address of any hotel, motel, AirBnB, campsite, and/or private home at which you are staying overnight? Include the



date(s) you are staying at each location. If you are staying at one place for your entire trip, only one address is required. *

TextArea

CLUB SPORTS TRAVEL



What is your date of departure from Cal Poly? *

TextBox



What is your time of departure on that date? *

TextBox



Are you returning to Cal Poly on the same day as departure? *

Radio - Yes, No, this is an overnight trip



PROPOSED ROUTE

Instructions



Please describe the route you will take to your destination or share the link to your route on Google maps. Ex: "101 north to 46 east to 41 north to Fresno. Back the same way." *

TextArea



Mode of Travel (select all that apply): *

Checkboxes - Private or rental vehicle(s), Chartered Vehicle(s), Commercial Airline Flight, Other



SAFETY OFFICERS A Safety Officer is someone on the team who is CPR & First Aid certified and takes responsibility for the team during travel.

Instructions



What is the name of the Safety Officer for this trip? *

TextBox



Safety Officer(s) Phone Number(s): *

TextBox



EVENT CONTACT The Event Contact is someone not on the team who can be reached during the event (e.g. opposing team captain, tournament director, etc.)

Instructions



Event Contact Name: *

TextBox



Event Contact Phone Number: *

TextBox



ROSTER Download and fill out the Trip Roster and upload here.

Instructions



Please upload the completed Trip Roster here. If you don't yet have a finalized Trip Roster, it can be uploaded at a later date in the comments section of this Event Request at least seven (7) days prior to the event.

FileUpload



I understand that I must upload a completed Trip Roster to this Event Request at least seven (7) days prior to departure. *

Checkboxes



Will any participants be traveling to and/or from the event separately from the team? (not recommended) *

Radio - Yes, No



Club Sports Event Requests that include Travel outside of SLO County will be reviewed and, if approved, the Safety Officer will be notified to pick up a Trip Kit. Trip Kits must be picked up prior to travel, kept easily accessible during travel, and returned to the Club Sports Office within 48 hours of return to campus.

Instructions

SEPERATE TRAVELERS



It is highly preferred that the group travels together. Additional paperwork is required any time the group separates.

Instructions



Please select any that apply for your trip: *

Checkboxes - The group is splitting up into different travel methods (e.g. some flying, some driving), One or more participants are joining us at the event but not leaving from Cal Poly with the team, The team is traveling to the event together but one or more participants is not returning home to Cal Poly with the rest of the team



If there is anyone joining the trip late or departing the trip early, please provide a list of their names so we can create a Sign In/Sign Out Agreement for your Trip Kit.

TextArea

DRIVERS



ONE-WAY MILEAGE Please note the following guidelines for student travel: Students must take one 15-minute break every 150 miles driven. Trips of more than 400 miles one-way require an additional approved driver in each vehicle. Clubs are not allowed to drive more than 800 miles or 12 hours in one day. Driving is not allowed between 12:00 am (midnight) and 6:00 am.

Instructions



What is the one-way mileage to your destination along your proposed route? *

Radio - 1-400 miles one-way (one approved driver per vehicle), 401-800 miles one-way (two approved drivers per vehicle), 801+ miles one-way (overnight rest required)

LODGING



What is your date of return to Cal Poly? *

TextBox



What is your time of return to Cal Poly on that date? *

TextBox



Are you planning to use Lucid Travel to book your hotel stay? *

Radio - Yes, I will be submitting a hotel reservation through Lucid and the estimated total cost for lodging is:, No, I will not be making any reservations through Lucid

INTERNATIONAL TRAVEL



The club officer and advisor must contact the Cal Poly International Center at 805-756-2945 to set up an appointment. This meeting will need to take place several months in advance of your organization's trip to ensure University approval. Please fill out the Non-Academic Proposal form and review the informational forms at <http://www.international.calpoly.edu/travel/group-forms.html> before the meeting. Letters of support will be required from the respective Department Head and Dean. Additional approvals include the Director of the Cal Poly International Center, Risk Manager, Budget Analyst, Provost and President (if applicable). If these steps are followed, a second meeting 30 days before the trip will consist of the Financial Approval Process. For more information contact: Cal Poly International Center, 805.756.2945, Email Cal Poly International Center.

Instructions



Upload documentation of your trip approval from the Cal Poly International Center:

FileUpload



I understand that my trip will not be approved without permission from the International Center. *

EMERGENCY CONTACTS



For each emergency contact, please provide the name and phone number of a club member that will be in attendance throughout the event and can be reached in the event of an emergency.

Instructions



I agree to serve as the main event contact. I will be present at the event and I can be reached at the following phone number during the event: (including area code) *

TextBox



Emergency Contact #2 Name: *

TextBox



Emergency Contact #2 Phone: *

TextBox



Emergency Contact #3 (OPTIONAL) Name:

TextBox



Emergency Contact #3 (OPTIONAL) Phone:

TextBox



Is there anyone who will be attending your event who is trained in First Aid CPR/AED? *

Radio - Yes, No

Fields marked with an asterisk (*) are required.

EXHIBIT C

Edit - FSL Event Registration

Outline

22 Potential Fields

Form fields marked with an asterisk (*) are required.

INSTRUCTIONS

4 Fields

 What is the name of your organization/chapter? *
TextBox

What is your officer position? *

TextBox

Phone #: ★
TextBox

☒ I will be in attendance at this event and can be reached during the event at the number listed above. *

EVENT TITLE AND THEME

3 Fields

What is the name and theme of your event? *

TextBox

What is the expected attire for members and guests in coordination with name and theme? *

☐ **Will alcohol be present at this event?** ★
Radio - Yes, No

DATE AND TIME OF EVENT

5 Fields

REMINDERS FOR EVENTS WITH ALCOHOL: Any event where alcohol is present can occur from: 5:00 pm on Thursday until 1:00 am on Friday when Friday is an academic holiday 5:00 pm on Friday until 1:00 am on Saturday 9:00 am on Saturday until 1:00 am on Sunday 9:00 am on Sunday until 1:00 am on Monday when Monday is an academic holiday Events with alcohol can not occur until after the formal recruitment period is over (during quarters where there is a formal recruitment period). Events with alcohol are prohibited from lasting longer than five hours continuously.

Start Date of Event: *

Start Time of Event:

End Date of Event: *

End Time of Event: ★
TextBox

LOCATION

3 Fields

All off-campus events with alcohol must be held at a residence**, including a chapter facility, or a venue under third party management that is not legally associated with the chapter in any capacity ("third-party venue").**We recommend that you check with your landlord and the City of SLO zoning requirements if the residence that you have chosen is allowed to host Fraternity/Sorority events. Here is a zoning map for more information: <https://www.slocity.org/business/maps/zoning-map>For all events with alcohol that are located at a third party venue, a copy of the contract with the chapter and event management company or third party venue must be submitted with the party registration.

Where is your event being held? *
Radio - Chapter Facility, Residence, Third-Party Venue, On-Campus Location, Reference #:

Enter the address, building name, and/or venue name of the event location: *

THIRD-PARTY VENUES (Conditional)

2 Fields

 Upload contract between third-party and chapter:
FileUpload

 Upload Certificate of Liability (insurance) documentation from third-party venue:
FileUpload

GUEST LIST (Conditional)

2 Fields

All events with alcohol present are required to have a guest list. Reminders: Events with alcohol present are required to be CLOSED events. Attendance by non-members at any event where alcohol is present must be by invitation only by the organization. Guest-to-member ratio should not exceed 2:1 or local fire or building code capacity of the organizational/chapter premises or host venue. Chapters must be prepared to show a post-event guest list from any party hosted at any moment to FSL staff.

How many guests are you expecting at your event? *FSL Event Registration Procedure requires a 2:1 (2 guests per 1 member) ratio at events with alcohol.*

TextBox

SOBER MONITORS (Conditional)

1 Field

All events where alcohol is present are required to have sober monitors designated and present. Reminders: Chapters must utilize the sober monitor template provided by the FSL office. All sober monitors must be organization members that are registered through the FSL office.

Three (3) sober monitors (including one from the executive committee or equivalent) are required at a minimum. For every 40 guests, invited to the event, an additional sober monitor will be required. Upload your Sober Monitor list here:

FileUpload

RISK MANAGEMENT PLAN (Conditional)

1 Field

 Upload your approved Risk Management Plan here: *
FileUpload

ACKNOWLEDGEMENT

1 Field

☒ I acknowledge that all answers and documents are both accurate and factual. *

EXHIBIT D1

FSL Event Registration

[REDACTED] - Thu, Jan 25, 2024 4:52 PM

Fraternity & Sorority Life

Approved

Date: Tue, Jan 30, 2024 2:54 PM

By: Christian Middleton

INSTRUCTIONS

What is the name of your organization/chapter?

What is your officer position?

Phone #:

I will be in attendance at this event and can be reached during the event at the number listed above.

Your Review

Voting workflow is enabled for this submission and the review order is listed below. You must wait until those above you have voted before you can vote on this submission.

Reviewers ⋮

Voting Reviewers

G

Garrett Heger

Level 1

Association - Form



Elizabeth Aiello-Coppola

Level 2

Association - Form



EVENT TITLE AND THEME

What is the name and theme of your event?

Beta & DG Runway

What is the expected attire for members and guests in coordination with name and theme?

One member of DG and a member of Beta will be paired up, and coordinate outfits with a certain theme and walk out together

Will alcohol be present at this event?

No

DATE AND TIME OF EVENT

Start Date of Event:

2/1/2024

Start Time of Event:

8:00

End Date of Event:

2/1/2024

End Time of Event:

9:00

LOCATION

Where is your event being held?

Chapter Facility

Enter the address, building name, and/or venue name of the event location:

1327 Foothill Blvd, San Luis Obispo, CA

ACKNOWLEDGEMENT

I acknowledge that all answers and documents are both accurate and factual.

Yes

Discussion



Elizabeth Aiello-Coppola

Write a message

 [Add an Attachment](#)

CANCEL

POST

EXHIBIT D2

FSL Event Registration

[REDACTED] - Tue, Apr 30, 2024 9:53 PM

Fraternity & Sorority Life

Approved

Date: Fri, May 10, 2024 1:55 PM

By: Elizabeth Aiello-Coppola

Comment: Don't forget to submit your post-event form by Wednesday at 12pm. Have a great event!

INSTRUCTIONS

What is the name of your organization/chapter?

☐ Phi Sigma Kappa

What is your officer position?

☐ President

Phone #:

☐ [REDACTED]

I will be in attendance at this event and can be reached during the event at the number listed above.

☐ Yes

Your Review

Voting workflow is enabled for this submission and the review order is listed below. You must wait until those above you have voted before you can vote on this submission.

Reviewers ⋮

Voting Reviewers

C

[REDACTED]

[REDACTED]

Level 1

Association - Form

G

[REDACTED]

Level 1

Association - Form

Elizabeth Aiello-Coppola

Level 2

Association - Form

EVENT TITLE AND THEME

What is the name and theme of your event?

Beta Kappa Dayge

What is the expected attire for members and guests in coordination with name and theme?

Country

Will alcohol be present at this event?

Yes

DATE AND TIME OF EVENT

Start Date of Event:

05/11/2024

Start Time of Event:

1:00

End Date of Event:

05/11/2024

End Time of Event:

6:00

LOCATION

Where is your event being held?

Satellite House

Enter the address, building name, and/or venue name of the event location:

[REDACTED]

SOBER MONITORS

All events where alcohol is present are required to have sober monitors designated and present.

Reminders:

- Chapters must utilize the [sober monitor template](#) provided by the FSL office.
- All sober monitors must be organization members that are registered through the FSL office.
- Three (3) sober monitors (including one from the executive committee or equivalent) are required at a minimum.

For every 40 guests, invited to the event, an additional sober monitor will be required.

Upload your Sober Monitor list here:



DOWNLOAD FILE

RISK MANAGEMENT PLAN

Upload your approved Risk Management Plan here:



DOWNLOAD FILE

ACKNOWLEDGEMENT

I acknowledge that all answers and documents are both accurate and factual.

Yes

Discussion



Elizabeth Aiello-Coppola

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Fri, May 10, 2024 10:30 AM

 Phi_Sigma_Kappa_Sober_Monitors_5-11-2024.xlsx

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Thu, May 9, 2024 1:34 PM

you submitted your guest list in both spots. Can you submit your sober monitor list

Reply

1 **PROOF OF SERVICE**

2 **Kathie Walker vs. Board of Trustees of the California State University, et. al.**
3 **Case No. 26CV-0166**

4 **STATE OF CALIFORNIA, COUNTY OF LOS ANGELES**

5 At the time of service, I was over 18 years of age and not a party to this action. I am
6 employed in the County of Los Angeles, State of California. My business address is 444 South
7 Flower Street, 40th Floor, Los Angeles, CA 90071-2942.

8 On July 10, 2026, I served true copies of the following document(s) described as
9 **DECLARATION OF ELIZABETH AIELLO-COPPOLA IN SUPPORT OF OPPOSITION**
10 **TO MOTION FOR JUDGMENT** on the interested parties in this action as follows:

11 Matthew S.L. Cate, Esq.
12 LAW OFFICES OF MATTHEW S.L. CATE
13 101 Montgomery Street, Suite 900
14 San Francisco, CA 94104
15 Tel. No.: 415.964.4400
16 Email: matt@matthewcatelaw.com

Attorneys for Plaintiff,
KATHIE WALKER

17 **BY E-MAIL OR ELECTRONIC TRANSMISSION:** I caused a copy of the
18 document(s) to be sent from e-mail address lespinoza@bwslaw.com to the persons at the e-mail
19 addresses listed in the Service List. I did not receive, within a reasonable time after the
20 transmission, any electronic message or other indication that the transmission was unsuccessful.

21 I declare under penalty of perjury under the laws of the State of California that the
22 foregoing is true and correct.

23 Executed on July 10, 2026, at Los Angeles, California.

24 
25 Leticia Espinoza