When to Request Permission to Register an Event

Student Events

(With or Without Alcohol)

Your room/half-suite/apartment & area immediately outside

- Private event, less than 20 people. REGISTRATION NOT REQUIRED. Talk to RA in advance
- Must fit in physical space or area immediately outside
- Avoid impacting CMC community/ your neighbors (respect quiet hours, clean up after yourselves)
- If alcohol present, ensure moderate and responsible
- Respect for CMC community

Lounge

- *Registered event
- 0-30 = 2 hosts
  31-50 = 3 hosts
  51-80 =4 hosts
  81-100 = 5 hosts (large events may not be approved in lounges at this time.)
- Host(s) required to meet with Student Activities Office
- Complete event request form and get approval (Including time, location, event details)
- Avoid impacting CMC community/ your neighbors (respect quiet hours, clean up after yourselves)
- If ASCMC event is happening at CMC, this event ends relative to the ASCMC start time
- Ensure moderate and responsible alcohol use
- Respect for CMC community

Larger Outdoor Event Space

- *Registered event
- 2-6 hosts (number determined in cosultation with Student Activities Office
- Host(s) required to meet with Student Activities Office
- Complete event request form and get approval (Including time, location, event details)
- Avoid impacting CMC community/ your neighbors (respect quiet hours, clean up after yourselves)
- If ASCMC event is happening at CMC, this event ends relative to the ASCMC start time
- Ensure moderate and responsible alcohol use
- Respect for CMC community