**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).

- **Larger Outdoor Event Space**
  - *Registered event*
  - 2-6 hosts (number determined in consultation 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.

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- Complete event request form and get approval (Including time, location, event details).
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- Ensure moderate and responsible alcohol use.
- Respect for CMC community.