

Welcome Week Policy for Student Organizations at the University of California, Riverside

For purposes of this policy, welcome week dates begin one day prior to UCR Housing move-in day and concludes Friday following the first full week of classes (one week after Block Party) at 11:59 PM.

All student organization sponsored social events that are held off campus during this period must comply with the following requirements:

1. All social gatherings must be “by invitation only” and a guest list must be present at the entry point of the event to ensure that only invited guests are admitted. In support of organizations that have risk management policies, guest lists for all organization sponsored events are due in the Student Life, 145 Costo Hall, at least two business days prior to the event date. This will allow Student Life to support the organization should an unforeseen incident occur at the event and concerns for the health and safety of guests are raised. Guest lists must include the name of the host organization, date and name of event, names of invited guests and any additional information required for the organization’s risk management policy (if applicable).
2. **No events are to admit new first year students until the Friday following the first full week of classes**. The first priorities for new students are:
 - a) Becoming acclimated to the UCR campus environment (location of their major department, classrooms for their courses, food outlets, etc.)
 - b) Beginning their academic program and course work
 - c) Settling into the routines of the academic life of the University

Membership in a student organization and attendance at organization events can add a great deal of value to a college experience, but only if the student is successful as a **student first** and as a member or guest of an organization second. Beginning on **Friday following the first full week of classes at 11:59 pm**, student organization sponsored events off campus may admit new students.

3. All events that expect an attendance of 100 individuals or more (over the duration of the event, not necessarily at one time) will be required to complete a **“UNET Courtesy Notice of Party or Special Event.”** The form is available online as a PDF at www.studentlife.ucr.edu under “Student Organization Resources” and may be submitted, when completed, at any one of the following locations:
 - a) Student Life, Highlander Union Building
 - b) UCR Police Department (corner of Linden and Canyon Crest)
 - c) UNET Police Department (University Village)**Courtesy Notices are due at least seven business days prior to the event date.**
4. Host organizations are reminded that the office of Student Judicial Affairs has the authority to bring charges against individual students and student organizations for inappropriate conduct on or off campus. Organizations must comply with all City of Riverside (or event location) ordinances as well as state and federal laws and applicable safety regulations (such as safe maximum capacity for a room or venue space).

Failure to comply with these instructions and requirements may be interpreted as a disregard on the part of the host organization for the health and safety of their guests and University policies and procedures. Violations of the requirements in this announcement may be used as a basis for judicial action against the organization and, if applicable, its individual members.

For additional information on local ordinances, laws and other important elements of off campus events for student organizations, consult the Good Neighbor Guidelines available online at <http://www.studentlife.ucr.edu> under organization resources.

Please direct questions, concerns and issues related to this announcement to Student Life.
Student Life
229 Highlander Union Building
(951) 827-7344, ucrlife@ucr.edu