

LAFAYETTE

FRATERNITY AND SORORITY LIFE

Social Event Registration Form w/Alcohol

This form is to be used to notify College officials of on and off campus social events. Notification of an event does not represent College approval of the event. The purposes of this notification are to ensure that social events are carefully planned, do not conflict with other events and to remind the sponsors and co-sponsors of their responsibilities under state law, college policies, and Inter/national fraternity and sorority policies. Events will NOT be approved less than 7 days in advance. *Sponsoring Organization:* _____

Names of all co-sponsoring groups:

Description of Event/Activity:

- | | |
|----------------------------|---|
| 1. Event Title: _____ | 5. Starting Time: _____ |
| 2. Date of Function: _____ | 6. Ending Time: _____ |
| 3. Location: _____ | 7. # of invited guests (Guest List due 8 hours prior to event): _____ |
| 4. Type of Event: _____ | 8. # of guests under the age of 21: _____ |

Alcohol is being supplied via: _____ BYOB _____ 3rd Party Vendor (please list vendor) _____

Note: Alcohol may only be distributed in accordance with College policy, Pennsylvania law, and NIC or NPC standards.

Name of Security Company: _____

Name of Transportation Company: _____

- | | |
|-------------------------|------------------------------------|
| 1. Pick Up Time: _____ | 2. Campus Pick Up Location: _____ |
| 3. Drop Off Time: _____ | 4. Campus Drop Off Location: _____ |

Chapter Adviser approved?
 Yes No

Name of Adviser: _____
 Emergency Contact Number: _____

Chapter Adviser must send written or verbal approval to Greek Advisor prior to approval being granted.

Names of Monitors/ Event Responsibility/ Emergency Contact

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Names of Bartenders/Servers (TIPS Certified BYOB Format)

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

OFFICERS FROM EACH SPONSORING/CO-SPONSORING GROUP WHO HAS BEEN AUTHORIZED TO ACT ON BEHALF OF THE GROUP IN THIS MATTER MUST READ THE FOLLOWING STATEMENT AND SIGN BELOW:

The decision to hold an event at which alcoholic beverages will be served and/or consumed is a serious one involving many legal and ethical responsibilities. The group(s) sponsoring the event described on this form is/are fully responsible for the planning, conduct and consequences of that event. As an authorized representative of one of the sponsoring groups, you must understand the responsibilities involved and convey them to your group. You and your organization should be familiar with the College's policies and the regulations, Pennsylvania State Law concerning alcohol, and may wish to obtain qualified legal counsel to assist you.

I/We, the undersigned, am/are familiar with Lafayette College alcohol policies, with the laws of the Commonwealth of Pennsylvania concerning alcohol, and with Pennsylvania State and Local Fire Code regulations. On behalf of the groups(s) I/we represent, I/we acknowledge my/our responsibility for the event described on this form. To the best of my/our knowledge, all information provided on this form is accurate and truthful.

Risk Management Officer (Print) _____ Representing _____
 Phone Number _____

President (Print) _____ Representing _____
 Phone Number _____

Co-sponsor (Print) _____ Representing _____
 Phone Number _____

Co-sponsor (Print) _____ Representing _____
 Phone Number _____