

# BSC

## SOCIAL EVENT REGISTRATION FORM

This form is to be filled out by any student organization that wishes to host a party on or off campus. For the purposes of this form, a party is defined as any student organization sponsored social event that is either advertised or has contracted entertainment. Off campus guests are limited to two guests per member present of the student organization. Complete the information requested below and submit this form to the Assistant Director of Student Life no later than **one week** before the event. Forms not submitted on time will result in cancellation or late paperwork fine.

Organization:	Name of person completing form:	Email and Phone number:
Date of Event:	Location of Event:	Name of Event:

**Type of Event:** (check one)

- ☐ Band (More than 1 person with drums or amp)      ☐ DJ      ☐ House Party (Fraternity Only)  
☐ Date      ☐ Mixer      ☐ Other \_\_\_\_\_

**Does this event comply with ALL portions of your chapter's Risk Management Policy and College Policy?** YES NO

Is the event co-sponsored by another fraternity/sorority/organization?	YES	NO

If yes, list the organizations and answer the next 3 questions below:

Are all organizations aware of expectations of co-sponsoring an event?	YES	NO
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Have representatives from all organization met to establish event plans?	YES	NO
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If alcohol is present, will the alcohol policies of all organizations be followed? (Note the stricter policy prevails)

YES	NO
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Will there be any special construction, alterations, or decorations at the event?	YES	NO
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If yes, please attach a full description

### How will admission to the event be controlled?

Will there be off campus guest? YES NO  
☐ Pre-printed guest list (non current BSC students) ☐ Other, please explain in detail:

Will Security be required?	YES	NO
1. Will the proposed project require the use of explosives, blasting, or other potentially explosive materials?		
2. Will the proposed project require the use of heavy machinery or equipment that could pose a safety hazard to the public or workers?		
3. Will the proposed project require the use of hazardous materials or chemicals?		
4. Will the proposed project require the use of confined spaces or other potentially hazardous environments?		
5. Will the proposed project require the use of heavy lifting or moving of large objects?		
6. Will the proposed project require the use of excavation or other potentially hazardous earthmoving activities?		
7. Will the proposed project require the use of drilling or other potentially hazardous activities?		
8. Will the proposed project require the use of any other potentially hazardous activities or materials?		

(Please note that security is only required at band party events. However, it is not limited to this type of event. Security may be requested at any type of event. You **MUST** follow the security request guidelines in the handbook).

Number of Campus Police requested\_\_\_\_\_

Location of each \_\_\_\_\_

<b>Will alcoholic beverages be present?</b>	YES	NO
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If yes, how will they be distributed?

☐ Individual attendees (BYOB) ☐ Third Party Vendor

### How will the verification of legal drinking age be accomplished?

*BYOB:*

- ☐ By organization members at entrance of event      ☐ Non-transferrable hand stamp
- ☐ By security guard at entrance of event      ☐ Non-removable wrist band      ☐ ID Checked each time

Third Party vendor event:

☐ By licensed bartender for each purchase

☐ By security guard at entrance of event

☐ Non- Transferrable hand stamp

☐ Non-removable wrist band

☐ ID Checked each time

☐ Other, explain in detail:

**Will an alcohol check-in procedure be used for this event?**

YES

NO

If yes, please explain in detail:

**What is the method of service for alcoholic beverages?**

☐ Licensed bartenders

☐ Other, please explain in detail:

**What methods will be used to limit individual consumption of alcohol?**

☐ Licensed bartender discretion

☐ Punch card system

☐ Liquor containers and flask are not allowed

☐ Ticket system

☐ BYOB, Attendee is limited to bringing \_\_\_\_\_ alcoholic beverages

☐ Other, explain in detail:

**Monitors: Provide the names and organizations (if hosted by more than one group) of chapter members that will serve as RESPONSIBLE monitors. (A minimum of 4 monitors is required for all events. For larger band party events, 6 monitors are required)**

1. Name \_\_\_\_\_

Cell number: \_\_\_\_\_

2. Name \_\_\_\_\_

Cell number: \_\_\_\_\_

3. Name \_\_\_\_\_

Cell number: \_\_\_\_\_

4. Name \_\_\_\_\_

Cell number: \_\_\_\_\_

5. Name \_\_\_\_\_

Cell number: \_\_\_\_\_

6. Name \_\_\_\_\_

Cell number: \_\_\_\_\_

**Will alternative transportation be provided?**

☐ Outside transportation company such as STS

☐ Taxi Cab service

☐ Designated Driver Program; if so explain:

☐ Other, explain in detail:

**What type of non-alcoholic beverages be provided without charge at this event?** \_\_\_\_\_

**What type of food be provided without charge at this event?** \_\_\_\_\_

**Glass bottles are prohibited by BSC policy. Have you made provisions to prohibit glass bottles at your event?**

YES

NO

I have read and understand the Alabama laws, Birmingham-Southern College policies, and, if applicable, fraternity/sorority regulations pertaining to the possession and use of alcoholic beverages and student-initiated events. I/we agree to abide by all policies and regulations listed above.

**Authorized Representative of Sponsoring Organization**

Name, Position and Cell number \_\_\_\_\_

Signature \_\_\_\_\_

Date completed: \_\_\_\_\_

Approved by Greek Life office: \_\_\_\_\_

Copy sent to chapter: \_\_\_\_\_