

**Alcohol-FREE Event Registration Form
The University of Tulsa**

Event Information

Name of Event: _____ Sponsoring Organization: _____

Date of Event: _____ Description/Purpose of Event: _____

Location: _____ Off-Campus: ____ On-Campus: ____ Begin Time: ____ End Time: ____

Attendance Information

Means by which invited: _____ Expected # _____

Attendance includes (x), Members only: ____ Members & Guests ____ All Campus ____ Others ____

Please explain: _____

Step 1: Policy Awareness

This event is being registered as NON-alcoholic. Please read and be familiar with The "University Alcohol Policy Governing Students", which is printed in the Student Handbook and is available in the Office of Student Affairs.

This policy is in addition to organization policies governing both on campus events and alcohol (i.e. Residence halls, sororities, and fraternities). All members of The University of Tulsa community are responsible for adhering to all TU policies.

Step 2: Organization Responsibility

The officers of the above-named organization, whose signatures appear below, personally and for our organization indemnify and hold harmless The University of Tulsa in the event of accident or injury or regard to the above-described activity. We, the officers and members of the organization, take full responsibility for conducting this event within university policy. By our signature, we each represent that we understand that our organization may be held financially responsible if accident or injury results and further acknowledge that the university may take punitive action if university policy has not been followed.

We have received, read, and will adhere to the "University Alcohol Policy governing Students."

Position Title	Print Name	Signature	ID#	Address	Phone#
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President: _____

Social Chair: _____

Advisor: _____

Step 3: Security Confirmations

Security may be required to be present, even if the event is alcohol-free. Please inquire with Security and with the overseeing administrator of the event location to ensure that Security is/is not required at least seven (7) days in advance.

Signature of Director/Assistant Director of Security: _____ Date: _____

Step 4: Event Registration

Return this completed form to The Office of Student Affairs at least seven (7) days prior to event.

The University of Tulsa does not discriminate on the basis of personal status or group characteristics including, but not limited to the classes protected under federal and state law in its programs, services, aids, or benefits. Inquiries regarding implementation of this policy may be addressed to the Office of Legal Compliance, 600 South College Avenue, Tulsa, OK 74104-3189, (918) 631-2423. Requests for accommodation of disabilities may be addressed to the University's 504 Coordinator, Dr. Jane Corso, (918) 631-2334. To ensure availability of an interpreter, five to seven days notice is needed, 48 hours is recommended for all other accommodations.

For Office Use Only--Do Not Write in this Box

This form has met (x) _____ has not met (x) _____ The University of Tulsa requirements.

Explanation: _____

Dean of Students Signature: _____

Date: _____

