Elon University Student Organization Event
Risk Management and Registration Form
Due SEVEN DAYS before the event for on-campus.
Due FOURTEEN DAYS before the event for off-campus.

Sponsoring Organization: _____ Expected Attendance: _____
Event Date: _____ Start Time: _____ End Time: _____
Organization Contact: _____Phone:_____ Email: _____

Name of Advisor who will be present at this function: _____
Advisor's Phone: _____ Advisor's E-mail: _____
Event Location: _____ Event Description: _____

Name of Location Contact (if off-campus): _____
Contact Phone: _____ Contact E-mail: _____

Will alcohol be present at this event? Yes No

Will there be food and non-alcoholic beverages at this event? Yes No
If yes, please describe: _____

What type of transportation will be provided? _____
Transportation Company Name and Contact number: _____

Event Contact Name – SIGNATURE **Faculty Advisor – SIGNATURE**

_____ _____

One security guard is required for every 100 guests anticipated in attendance and/or for every event with alcohol... For on-campus events, these security officers will be requested based on the information on this form.

Please attach a complete guest list to this form along with sober monitors.
This is an internal registration form and does not constitute a contract between the venue and the university.

RISK MANAGEMENT EVENT CHECKLIST

The ORGANIZATION PRESIDENT, on behalf of the organization, must agree to the following statements by initialing each below:

____1. I understand and will abide by the alcoholic beverage laws of the State of North Carolina.
____2. I agree not to allow consumption of alcoholic beverages by anyone who is intoxicated.
____3. I understand that the organization is responsible for all damages that occur as a result of our event and guests.
____4. I understand that we are responsible for all cleaning of all areas (inside and outside) affected by the event upon conclusion of the events. All clean-up must be concluded prior to 7:00 a.m. the next morning.
____5. I understand that the event will end at 2:00 a.m. on weekends, and that no noise should be audible outside the venue after that time.
____6. I understand that the only individuals on our pre-submitted guest list may be allowed to enter the event unless otherwise approved (alumni during Homecoming, parents during Family Weekend, etc.). The organization is responsible for ensuring that the guest list is followed.
____7. I acknowledge that Elon, and/or its employees, are not responsible for the conduct of Elon students and their guests and am aware the sponsoring Organization accepts full responsibility for the actions of its members and guests.
____8. Food and non-alcoholic beverages must be present and readily available at no charge to individuals.
____9. All alcoholic beverages must be served in cups.
____10. Failure or inability to contain the event to a reasonable size may result in the event ending early.

If On-Campus:
____11. I (we) understand that common containers (kegs, beer ball, pony kegs, quantities over 32 oz.) are not allowed on Elon University owned or leased property.

If Off-Campus:
____12. I agree to meet with a representative from the **Third Party Venue** at least 24 hours in advance of the event to review risk management procedures.

Alcohol Should Not Be The Focus Of Any Program Event