



UNIVERSITY FOREST APARTMENTS EVENT WITH ALCOHOL REGISTRATION FORM

Any gathering of fifteen (15) or more people where alcohol is to be consumed must be registered as a private event. Event registration forms must be completed and returned to the Residence Life Administrative Assistant in the Richmond College Dean's Office (Whitehurst) before 12:00pm on the Friday prior to the event.

- Events with alcohol may be for no more than four consecutive hours during the following times: Fridays, 4:00 p.m. - 2:00 a.m.; and Saturdays, 4:00 p.m. - 2:00 a.m.; all events must close by 2:00 a.m.
- No more than two apartments per apartment block will be permitted to have an event on a given night
- No apartment may sponsor events with alcohol more than once per weekend
- No more than 50 people may be present at an event at any one time
- At least 50% of the residents of the apartment must be 21 years of age or older to register an event with alcohol

Event Date: _____

Apartment Number: UFA _____

Starting Time: _____ a.m./p.m.

End Time: _____ a.m./p.m.

ASSIGNED OCCUPANTS OF THE APARTMENT: (Please Print)

We, the undersigned, signify that the above information is correct and understand that by signing this form we are accepting the responsibilities associated with hosting an event where alcohol is present as detailed in the University of Richmond Alcohol Policy. Further, we understand that a failure to adhere to all the regulations will result in suspension of our event privileges pending disciplinary action by the Dean's Office in accordance with the University's Alcohol Policy.

As hosts we agree that:

1. The amount of alcoholic beverages present is appropriate for the number of guests. The 0-1-3 guideline found on page 39 of the Student Handbook should be used in calculations. Excessive amounts of alcohol present at a function may result in termination of the event. Beer and wine are permitted; distilled spirits (liquor) are prohibited.
2. Nonalcoholic beverages (other than water) will be present for the duration of the event.
3. Sufficient amounts of food items are encouraged and should be as visible and accessible as alcoholic beverages.
4. **Only those who are 21 years of age or older may consume alcohol.** It is the responsibility of the hosts to ensure that this is the case.
5. A reasonable noise level will be maintained at all times.
6. All stereos and amplifiers will remain within the apartment, not in open windows or on patios. Bands are not allowed.
7. Any open container outside of your apartment unit is in violation of Virginia State Law.
8. All trash will be removed from the area immediately after the event is over.
9. The residents of the apartment are responsible for the behavior and actions of their guests, including any damage caused by those guests.
10. Your apartment will be inspected by a Resident Assistant the Sunday following the scheduled event.

The University of Richmond's alcohol policy prohibits the possession or use of kegs or any other common source of alcohol within the University Forest Apartments or residence halls.

We, the undersigned, are:

Print name: _____ Signature: _____ Birthdate: _____

Print name: _____ Signature: _____ Birthdate: _____

Print name: _____ Signature: _____ Birthdate: _____

Print name: _____ Signature: _____ Birthdate: _____

The residents will receive an email communication from the RC Dean's Office informing you of the status of your event.
Turning in an event registration form does not automatically guarantee that your event will be registered or approved.

Office Use Only: Date/Time Rec'd _____

Staff Initials _____

Approved? Yes ___ No ___