

Indiana State University Social Event Registration Form

Security: Organizations registering social events may be required to hire security personnel to work their events. A security assessment will be completed by the ISU Police Department to discern and enact an effective security management plan. If present, these officers are present strictly for conflict resolution and peace keeping measures and must be on duty 30 minutes prior to the start of the function and remain on duty for 30 minutes after the event ends. Groups with alcohol at their events must utilize a door person who must be sober and 21 or older. Door persons are responsible for identifying those of legal drinking age and assist with monitoring the guest list.

Purpose: This form is used to register social events sponsored by registered student organizations for events that occur on- or off-campus. Social events include parties, swaps, band parties, formals, receptions, theme parties and social activities.

Registering: Organizations registering events must submit this completed form, additional forms (if necessary) to the Office of Campus Life or Office of Fraternity & Sorority Life 7 days prior to the event. Submission of this form does not imply registration has been accepted. All registrations will be processed and the event chairperson will receive a copy of this form upon request. Failure to follow social event registration procedures may result in the loss of an organization's social privileges.

Notes: Events, where alcohol is present, will require submission of appropriate forms and an event consultation with the Office of Campus Life or Office of Fraternity & Sorority Life.

Name of Organization(s)	Type of Event	Place of Event
Date of Event	Time from _____AM/PM to _____AM/PM	
Day of Event	Number of Guests Attending	_____
	Number of Members Attending	_____
Facility Reservation Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Recruitment Event? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will an admission fee be charged? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will alcohol be present? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, how much? \$ _____	Minors Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Alcohol Permit Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Security – If security will be present (license security agent/off-duty law enforcement officer), provide the following:
 Name of Security Personnel: _____
 Agency or Police Department they Represent: _____
 Cell Phone Contact Information: _____

****IF THE EVENT IS CLOSED, DESCRIBE METHOD OF LIMITING ACCESS TO THE EVENT AND OF IDENTIFYING GUESTS MEMBERS:**

Complete the following items if alcoholic beverages will be present:

1. The organization plans to use the following acceptable method of identifying members/guests who are the legal drinking age (21 in the state of Indiana):
 (check one) _____ distinctive stamp not easily imitated or duplicated. _____ colored wrist bracelets.

2. Describe plans to provide sufficient food and alternative beverages to members/guest for the duration of the event.

3. Describe method of providing transportation to those unable to drive and of preventing intoxicated members/guest from driving.

