



# Student Group Off-Campus Event Registration Form

Please submit this form 15 working days prior to event to the Campus Center Office.

Title of the Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_ Event Location: \_\_\_\_\_

Co-Sponsoring Organization: \_\_\_\_\_

Day / Date of the Event: \_\_\_\_\_

Event Planner: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

**NOTE:** Contact person must be 21 years of age or older if alcohol is being served.

President of Organization: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

**Type of Event (Please Check One of the Following):**

- Recruitment  Fundraiser  Social
- Community Service  Educational  Conference / Retreat

**Attendance Information (Please Check All that Apply):**

- Members Only  Guest List Only  College Students
- By Invitation Only  Private (Member + 1 Guest)  NJIT Campus Community

Approximate Number of People who will be in attendance: \_\_\_\_\_

Number of Members in Attendance: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

**If the event includes Alcohol at a non-licensed location, please provide the following information:  
Names of TIPS trained bartenders. At least 2 required per event, must be 18+ and provide proof of certification.**

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

**Names of Door ID Checkers (must have two people and see 2 forms of valid ID including date of birth)**

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

**Names of Event Monitors (may not be under the influence of alcohol at any time)**

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

- This form must be submitted to the Campus Center Office at least 15 working days prior to the event. A copy will be submitted to Public Safety.
- If alcohol is present at an unlicensed establishment, wristbands must be used to identify guests who are 21 years of age or over.
- Guest lists must be submitted to the Campus Center Office on the next business day after the event.
- All events must occur according to all NJIT Policies, including the NJIT Alcohol / Drug Policy for Students & Student Organizations and NJ State & Local Laws.
- Social events where alcohol is present and anticipated attendance is 30 or more people MUST be registered.