



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):

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Recruitment | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Social |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Educational | <input type="checkbox"/> Conference / Retreat |

Attendance Information (Please Check All that Apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Members Only | <input type="checkbox"/> Guest List Only | <input type="checkbox"/> College Students |
| <input type="checkbox"/> By Invitation Only | <input type="checkbox"/> Private (Member + 1 Guest) | <input type="checkbox"/> 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.