

## Schreiner University RSO Event/Alcohol Form

### COMPLETED FORM MUST BE SUBMITTED 20 WORKING DAYS IN ADVANCE OF THE EVENT TO THE STUDENT ACTIVITIES OFFICE.

As a representative and Event Coordinator of this organization, I hereby assume full responsibility for the organization adhering to all the University policies, procedures, and regulations; for the payment of necessary fees; and for the clean up arrangements related to this event.

---

RSO Name: \_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Advisor: \_\_\_\_\_ Home (emergency only): \_\_\_\_\_

Event Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

#### Event Basics/Facilities

1. Date of Event: \_\_\_\_\_ Day of the week of the event: \_\_\_\_\_

2. Event Time:

Set up time: \_\_\_\_\_ am/pm Clean up time: \_\_\_\_\_ am/pm

Event start time: \_\_\_\_\_ am/pm Event end time: \_\_\_\_\_ am/pm

3. Facility/Location Desired: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

If event is off campus please provide the name and address of the facility: \_\_\_\_\_  
\_\_\_\_\_

4. Name of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

5. Estimated Attendance: \_\_\_\_\_

6. Invitation Only \_\_\_\_\_ Campus Only \_\_\_\_\_

#### **7. Additional Event Approval**

For events involving food (Sodexo), Pool (Campus Rec.), Softball Fields (Athletics) you will need to contact those departments and they must sign off on the event form. For tables & chairs at facilities outside of the CCAC you must contact Plant Operations for arrangements. \*\*\*For set up of room and additional AV Needs meet w/ Director of Cailloux. *Each RSO is responsible for the clean up of the facilities reserved.* If the facility is not clean a cleaning fee will be charged to the RSO.

#### Special Arrangements

1. SODEXO FOOD SERVICES: Sodexo Food Services has EXCLUSIVE rights to catering for ALL on campus events. All alcoholic beverages sold or served on campus MUST be sold and served by Sodexo Food Services.

**I have contacted Sodexo:** (circle one) YES NO

We will have \_\_\_\_\_ Food \_\_\_\_\_ Alcohol

#### 2. ALCOHOL:

I have met with the following regarding the requirements for an alcohol event:

\_\_\_\_\_ Director of Student Activities

\_\_\_\_\_ Director of University Security

\_\_\_\_\_ I have met with Sodexo Food Services

In accordance with University policies, the following precautionary measures must be taken:

1. No serving of alcoholic beverages before 12:00 noon on any day, or after 12:00 midnight Sunday thru Thursday. Alcohol may be served until 1:00 am on Friday and Saturday.
2. Beverage containers will not be allowed in our out of the event location. All open containers must be disposed of before leaving the designated area.
3. Wristbands and ID's will be issued by a Student Services professional or designated full time faculty or staff member to those who are 21 years of age or older. **A Student Services professional and one advisor must be present during the entire event.**
4. No event shall include any form of "drinking contests"
5. Organizations sponsoring event must provide (free of charge) non-alcoholic beverages as well as food (for example chips, salsa, cookies, cheese, crackers, cookies, etc.)
6. Organizations may not sponsor an event with alcohol, on or off campus, during weeknights (Sunday thru Thursday) when classes will be in session the following day, without written permission from the Dean of Students.
7. All advertising for events serving alcohol must have the approved alcohol stamp from the Director of Student Activities. You cannot list the prices of alcohol provided at event, but can state that "Alcoholic Beverages will be available for purchase".
8. Organizations can not use the sale of alcohol as a fundraiser for their group. You can not receive any money or donations from the sales of alcohol.
9. If your organization is affiliated with a national or international organization you must also abide by their policies regarding events with alcohol.
10. Failure by a Recognized Student Organization to abide by and enforce these conditions during an event where alcohol is served will result in disciplinary action against the organization and/or its members.
11. Please list a minimum of four members of your organization that will not consume alcohol during this event to ensure that the conditions of this agreement are followed:

**NAME**

**SIGNATURE**

_____	_____
_____	_____
_____	_____
_____	_____

12. I understand that the lawful sale and/or service of alcoholic beverages will be conducted solely by personnel from Sodexo Food Services or third party vendor off-campus. Also, no one under the age of twenty one, other than (non-student) employees of Sodexo or the third party vendor, may assist with, handle sell or serve alcoholic beverages.

**3. Security**

University Security are required at any functions where alcoholic beverages are sold and/or at other events identified by University Security or the by Student Services. The ratio is 1 officer per one hundred (100) estimated attendees. Security is required to be present 15 minutes before and 30 minutes after events. The University requires the right to delay or cancel an event if University Security has not been contracted or is not present at the event.

**4. Required Signatures: (in this order and only the ones that apply to your event)**

( ) _____ <b>Advisor</b>	( ) _____ <b>Director of CCAC</b>	( ) _____ <b>Director of Mountaineer Fitness Center</b>
( ) _____ <b>Director of Security</b>	( ) _____ <b>Sodexo Catering</b>	( ) _____ <b>Third Party Vendor (for off campus only)</b>
( ) _____ <b>Director of Student Activities</b>	( ) _____ <b>Dean of Students</b>	

**\*\*\*FOR OFFICE USE ONLY\*\*\***

**Date Rec'd:** \_\_\_\_\_ **Rec'd By:** \_\_\_\_\_ **Approved** Y N

Last Updated on 3/5/09