

Schreiner University
Student Organization Event/Alcohol Form

PLEASE TYPE OR PRINT

**COMPLETED FORM MUST BE SUBMITTED 10 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: _____
Alternate Date: _____ Alternate Day: _____

2. Event Time:
Set up time: _____ am/pm Event start time: _____ am/pm

Clean up time: _____ am/pm End time: _____ am/pm

3. Facility/Location Desired: _____ 2nd Choice: _____

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

4. Name of Event: _____ Type of Event: _____

If event is also a fundraiser you must fill out the Fundraising form before final approval will be given for the event.

5. Estimated Attendance: _____ Admission Charged: Yes ___ No ___ Amount \$ _____

6. Invitation Only _____ Campus Only ___ Public Invited ___ Campus & Outside Attendees _____

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 OFFICE USE ONLY*****

Date Rec'd: _____ Time Rec'd: _____ Rec'd By: _____ Approved Y N

8. Indicate set up needs for the CCAC

___ Lectern w/ Sound ___ TV/VCR/DVD ___ CD Player ___ Overhead Projector
___ # of Tables needed ___ # of Chairs

***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.

9. Set Up needs for Facilities Outside of the CCAC

___ Request made for Plant Operations to deliver tables & chairs (Plant Ops charges a fee for this service)
___ Request made for A/V Equipment

NOTE: Ten (10) working days advance notice required for these requests.

Special Arrangements

1. SODEXHO FOOD SERVICES: Sodexho 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 Sodexho Food Services.

I have contacted Sodexho: (circle one) YES NO WAIVED

We will have ___ Food ___ Alcohol

****If you are going to have alcohol at your event you must complete the University Alcohol Event Form.****

2. ALCOHOL:

Will alcohol be served at your event? (circle one) YES NO

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

- ___ Director of Student Activities
- ___ Danny Flores from University Security
- ___ I have met with Sodexho 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 Sodexho Food Services or third party vendor off-campus. Also, no one under the age of twenty one, other than (non-student) employees of Sodexho 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.

___ Security will be needed due to alcohol being sold/served at the event

___ Security will be needed due to estimated attendance

___ Number of Security required

4. Required Signatures: (in this order and all that apply to your event)

() _____
Advisor

() _____
Director of CCAC

() _____
Director of Security

() _____
Sodexho *(Events with Food or Alcohol)*

() _____
Off Campus 3rd Party Vendor

() _____
Plant Operations
(for events requiring add'l set up outside CCAC)

() _____
Director of Student Activities

() _____
Dean of Students *(Events with Alcohol)*