

EVENT REGISTRATION FORM (ERF)

This form is to be used with any on or off-campus student sponsored event with the exception of student organization meetings. **This form is required in order to reserve a location on campus.**

The event sponsors are expected to maintain order and decorum and insure safety at the event. The assistance of Campus Safety and/or Student Affairs staff should be requested as needed. All rules and regulations of the College apply.
Please refer to the Student Handbook.

The event managers should inspect the facilities and surrounding areas to determine their condition before and immediately after the event. Event managers are responsible for cleaning the area and removing all trash immediately after the event unless otherwise authorized. The sponsoring group or event manager(s) will be held responsible for the costs of cleaning and of repair of damages to the facility that occur as a result of the event if the individuals who caused the damage cannot be identified.

Event managers agree to manage the event in accordance with college policies and standards.

SPONSORING ORGANIZATION/CLUB: _____

EVENT MANAGERS: _____ PHONE#: _____

_____ PHONE#: _____

NAME OF EVENT: _____

EVENT DATE: _____

DESCRIPTION OF EVENT: _____

RESERVATION #: _____

EXPECTED ATTENDANCE: _____

IS THIS EVENT: PRIVATE _____ OPEN TO ALL C of I STUDENTS _____ OPEN TO THE PUBLIC _____

FOOD (type & quantity): _____

BEVERAGE (type & quantity): _____

If off-campus:

Form of Transportation: _____

Driver(s): _____ /AUTHORIZATION _____

_____ /AUTHORIZATION _____

Events requesting to serve alcohol must also complete "Alcohol Clearance Form" at least one month in advance and may be required to meet with the Campus Activities Advisory Group.

Event Planning Table

What do we have in place to reduce the risks that we identified?

ACTIVITY	ASSOCIATED RISKS	METHOD TO MANAGE

This form is intended for use as part of a larger event planning process and is not designed to take the place of a careful review of applicable rules, policies, and laws or discussion with your advisor.

Campus Activities Advisory Group Required? Yes _____ No _____

Director of Student Involvement

Date

CAAG Signatures (As Needed)

Campus Safety

Date

Special Events and Conference Services

Date

Facilities

Date

Bon Appetit

Date