Indiana State University
Social Event Registration Form

Purpose: To register social events sponsored by registered student organizations for events that occur on- or off-campus. Social events include, but are not limited to, parties, swaps/exchanges, dj/band parties, formals, and theme parties.

Registering: Organizations registering social events must submit this completed form to the Office of Student Activities and Organizations seven (7) days prior to the event. Submission of this form does not imply registration has been accepted. All registrations will be processed and the event chairperson will receive a copy of this form upon request. Failure to follow social event registration procedures may result in the loss of an organization’s social privileges.

Security: Organizations registering social events may be required to hire security personnel to work their events. For on-campus events, a security assessment will be completed by the ISU Police Department to discern and enact an effective security management plan. If present, these officers are present strictly for conflict resolution and peace keeping measures and must be on duty 30 minutes prior to the start of the function and remain on duty for 30 minutes after the event ends. Groups with alcohol at their events must utilize a sober door monitor. Door persons are responsible for identifying those of legal drinking age and assist with monitoring the guest list.

Notes: Events, where alcohol is present, will require an event consultation with the Office of Student Activities and Organizations. Fraternities and Sororities are required to adhere to applicable inter/national policies in addition to ISU policies and presence of security personnel must be adhered to accordingly.

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<thead>
<tr>
<th>Name of Organization(s)</th>
<th>Type of Event</th>
<th>Location of Event</th>
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Date of Event
Facility Reservation Confirmed Yes ☐ No ☐ N/A ☐
Will an admission fee be charged? Yes ☐ No ☐
If yes, how much? $ ________
Number of Guests Attending __________________________________________
Number of Members Attending __________________________________________
Will alcohol be present? Yes ☐ No ☐

Event Description:

Security – If security will be present (license security agent/off-duty law enforcement officer), provide the following:

Name of Security Agency: ______________________________________________________
Number of Security Personnel Assigned to Event: _______________________________
Agency Contact Information: __________________________________________________

Complete the following items if alcoholic beverages will be present:
1. The organization plans to use the following acceptable method of identifying members/guests who are the legal drinking age: (check one) _____ distinctive stamp not easily imitated or duplicated _____ colored wrist bracelets
2. Describe plans to provide sufficient food and alternative beverages to members/guest for the duration of the event.
   ____________________________________________________________
   ____________________________________________________________
3. Describe method of providing transportation to those unable to drive and of preventing intoxicated members/guest from driving.
   ____________________________________________________________
   ____________________________________________________________
I hereby certify that, as the event chairperson for this organization, I understand that I am responsible for coordinating and overseeing this event. I hereby agree that I will be present for the duration of the event. I will be available to meet with any University official to review the procedures which are to be followed for registered social functions. Also by signing below, you agree to the General Terms and Conditions of the Indiana State University Social Event Registration Policies.

SOCIAL EVENT WITH ALCOHOL BEVERAGE PERMIT AGREEMENT
I, the undersigned, a duly authorized representative or officer of the sponsoring organization, for and on behalf of the organization hereby apply for the Permit. By signing this Permit Agreement and for the period of time for which the Permit is issued, the organization agrees:

1. To abide by and comply with all provisions set forth in the Social Event Alcohol Policy.
2. To abide by and comply with all state and local laws applicable to a social event at which alcoholic beverages are present and consumed.
   Examples of violations of the law include but are not limited to:
   • Serving minors
   • Serving intoxicated students
   • Providing a common source of alcohol
3. To permit any State of Indiana Beverage Control Board/Excise Police or law enforcement official to inspect the area of premises that is being used for the social event in the cause of incident or concern.
4. Not to offer either as an association or organization anything of value as a premium or consideration to have alcoholic beverages served or available at a social event.
5. Not to advertise or give public notice of the use, availability, or consumption of alcoholic beverages at an upcoming social event.
6. Our organization has been trained on Social Event Planning Guidelines, policies pertaining to the use of alcoholic beverages at social functions and applicable laws and ordinances.
7. Briefly explain date and description of training provided to your organization:

The sponsoring organization understands a violation of the conditions set forth in this Permit Agreement may subject the organization to disciplinary action in accordance with the Code of Student Conduct and could result in sanctions, including, but not limited to, imposition of fines and suspensions or revocation of the organization’s permit. Sponsoring organization acknowledges that the Permit is not a license to offer for sale or to sell or distribute alcoholic beverages. The Permit issued by Division of Student Affairs serves only as registration for a student organization to have alcoholic beverages present at a social event, subject to rules and conditions noted in Social Event Planning Guidelines and otherwise consistent with University policies. The undersigned acknowledges receipt of a copy of the Social Event Alcoholic Policy and alcohol related laws and will comply with these rules, laws, and regulations.

FOR OFFICE USE ONLY
Date Received ____________ Date Reviewed ____________ Registered ________ Not Registered ________
University Official __________________ Signature __________________________
Comments: