

FRATERNITY & SORORITY ON CAMPUS SOCIAL FUNCTION REGISTRATION FORM

All social events that are to be held on University property or in organized student housing must be registered at least **14 full business days** prior to the event.

Name of Sponsoring Organization

Day & Date of Event

Theme of Event

Time (Beginning and Ending)

Name of Advisor to be present

Phone # of Advisor to be present

Signature of Advisor to be present

of Members

of Guests

Capacity as determined by Fire Warden

of Party Marshals (Minimum of 8)

Type of Event: _____ Date Party _____ Sorority Night _____ Invitational

Name and position of officers to be responsible for Risk Management:

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

Indicate person who will be in charge of the event: _____

Marshals will be identified by wearing: _____

Has an Additional Security firm/company been hired for the event? _____ Yes _____ No

If so, what is the name of the Additional Security firm/company hired for event: _____

Do you plan to provide wrist bands for this event? _____ Yes _____ No

If so, describe how the wrist bands will be used: _____

Will you employ a band/DJ? _____ Indoor _____ Outdoor

If so, have you completed a sound ordinance variance request? _____ Yes _____ No

Is this event being held in a University Housing managed Property? _____ Yes _____ No

If so, have you met or scheduled a meeting with University Housing regarding this event? _____ Yes _____ No

If yes, what is the meeting Date and Time _____

List the *number and location* of entrances and exits _____

Briefly describe the activities planned for the proposed function. A sketch of ALL CONSTRUCTION PLANS including fences, stages, and built decorations MUST BE INCLUDED WITH THIS FORM UPON SUBMISSION. Jeff Vinger must approve houses managed by University Housing with decorations/structures prior to this forms submission. Wayne Breshears, Fire Marshal, must approve all decorations/structures prior to turning in this form.

Social Chair Name, Email and Phone Number

President Name, Email and Phone Number