



**ID Checkers and Bartenders**

Bartenders and ID checkers must have attended the Alcohol Service Awareness Workshop within the past 12 months and be registered with Residence Life. Bartenders must be 21+.

**AC Initials for approval, (confirming that the ID checkers and Bartenders are in compliance with the college guidelines and expectations regarding these positions) \_\_\_\_\_**

**ID Checker(s) Names:** (Paid by Residence Life. Payroll vouchers are signed by the administrative assistant in Clark.)

- 1. \_\_\_\_\_ Campus Residence \_\_\_\_\_ phone \_\_\_\_\_
- 2. \_\_\_\_\_ Campus Residence \_\_\_\_\_ phone \_\_\_\_\_

**Bartenders Names:** (volunteer position)

- 1. \_\_\_\_\_ Campus Residence \_\_\_\_\_ phone \_\_\_\_\_ D.O.B. \_\_\_\_\_
- 2. \_\_\_\_\_ Campus Residence \_\_\_\_\_ phone \_\_\_\_\_ D.O.B. \_\_\_\_\_

**Publicity: AC Initials for approval: \_\_\_\_\_**

**Advertisements with language or illustrations that are sexually explicit or that promotes and/or markets alcohol or promotes drinking or drunkenness themes are not permitted. No publicity may be done off campus by any means, including internet. Chalking guidelines must be strictly adhered to.**

What is the event's name/theme (if any) \_\_\_\_\_

How is the event being publicized? \_\_\_\_\_ **\*please submit a copy of your flyers with this form**

**Sponsors (at least 2 unless otherwise approved, if more than 3, attach information)**

**(House leaders, such as the house social chairs) \*must be present to work/supervise the event for the entire evening**  
**AC Initials that persons listed below are in compliance with guidelines for hosting events: \_\_\_\_\_**

- name: \_\_\_\_\_ position \_\_\_\_\_ phone \_\_\_\_\_ signature \_\_\_\_\_
- name: \_\_\_\_\_ position \_\_\_\_\_ phone \_\_\_\_\_ signature \_\_\_\_\_
- name: \_\_\_\_\_ position \_\_\_\_\_ phone \_\_\_\_\_ signature \_\_\_\_\_

**House Staff & House President \*must be present to work/supervise a "House Event" the entire evening**

**AC Initials that persons listed below are in compliance with guidelines for hosting events: \_\_\_\_\_**

**1. Head of House: Head Resident or House Coordinator**

name: \_\_\_\_\_ phone \_\_\_\_\_ signature \_\_\_\_\_ Date \_\_\_\_\_

**2. House Community Advisor**

name: \_\_\_\_\_ phone \_\_\_\_\_ signature \_\_\_\_\_ Date \_\_\_\_\_

**2nd House Community Advisor (if applicable)**

name: \_\_\_\_\_ phone \_\_\_\_\_ signature \_\_\_\_\_ Date \_\_\_\_\_

**3. House President**

name: \_\_\_\_\_ phone \_\_\_\_\_ signature \_\_\_\_\_ Date \_\_\_\_\_

**Community Safety Officers** (for open house parties with alcohol, contact at least 2 weeks in advance)

Name of officer: \_\_\_\_\_

Director/Assistant Director of Public Safety Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(may submit a copy of an email instead of a signature)

**Area Coordinator Section**

Modifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Time and location for reviewing set-up and event expectations with sponsors** \_\_\_\_\_

DJ contract signed:  Yes  No  Not needed Name of performers or DJ \_\_\_\_\_

Area Coordinator Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Area Coordinator Section FOR PARTIES WITH 150 OR MORE IN ATTENDANCE:**

The party sponsor(s) has/have discussed this registration with me at least 2 weeks prior to this date.

Area Coordinator Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Coordinator of House Events Section**

**This party has been approved and registered**  Yes  No **Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Based on accessibility and number of registered events this event is:**

Approved with no further modifications needed

Needs the following modifications to comply with college policy or CHE discretion:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AGREEMENT AND UNDERSTANDING OF PARTIES:**

By signing below the party sponsor understand(s) that s/he may not alter this agreement in any way including but not limited to: space where party will be held, hours of event, type or amounts of alcohol. Signatures by both parties indicate that both parties have agreed to the amount of alcohol approved by the Area Coordinator at the bottom of this sheet. The Area Coordinator may alter the amount/type of alcohol for a party after the agreement is signed after notifying the party sponsor and house staff. If alcohol is being served at this event, the party sponsor fully understands and recognizes that when you serve alcohol, your responsibility and liability under Social Host Liability Laws extend to ensuring that your guests are able to safely travel home without harm to themselves or others. You may be held legally responsible for monetary damages and legal costs that result from the use of alcohol by guests. The college does not assume any legal responsibility for individuals or groups who are alleged to have acted in violation of state and local statutes. Legal defense will not be provided by the college. Furthermore, the party sponsor understands that damages caused to college property as well as college policies that are violated by guests are things that the party sponsor can be held accountable for. Failure to adhere to the guidelines set in this agreement can lead to social and/or judicial sanctioning.