

**Large Social Event Registration
(Non-Residential Areas)**

Read the procedures and regulations on the reverse side of this form prior to completing it.

EVENT INFORMATION

Name Of Event & Type of Event _____

Date of Event _____ Starting Time _____

Expected Attendance (Approximate) _____ Ending Time _____

How is this event being publicized? _____

Location Reserved (Building & Room Number or Outdoor Area): _____

Food and Beverages

- Type and amount of food _____
- Type & quantity of non-alcoholic beverages _____
- Type & quantity of alcoholic beverages _____

Person(s) Responsible for Clean-up _____ Phone _____

_____ Phone _____

(Clean-up should be completed immediately after your event.)

SPONSOR INFORMATION

By signing below, sponsors agree to be in attendance for the duration of the event, and to abide by all Event Registration Guidelines (listed on the reverse side of this form) in hosting this event. Events at which alcohol is present must be sponsored by at least one person who is 21 years of age. More than one sponsor must be designated for events with an expected attendance greater than 25.

1. _____ (print name) _____ (signature) _____ (phone) _____ (date of birth)

2. _____ (print name) _____ (signature) _____ (phone) _____ (date of birth)

3. _____ (print name) _____ (signature) _____ (phone) _____ (date of birth)

Name of Department or Group _____ Account number _____

APPROVAL

The following signatures are required to reserve the area and notify other staff of the event. Planning, implementation of, and adherence to College policies remain the responsibility of the event sponsor(s).

Facility/Area Reservationist _____ Max. Capacity _____ Date _____

Director of Campus Activities _____ Date _____

Upon completion, copies of this form should be sent to: Security / Sponsor / Facility or Area Staff/ Dean of Students / Res. Life / Scheduling Office

This registration form is to be completed and filed in the Campus Activities Office, Sayles-Hill 150. You must meet with the Director and have final approval at least 48 hours prior to the event.

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GENERAL PROCEDURES & REGULATIONS

Facility/Area Reservation: Before you plan any event, you should reserve a place to hold your event. Due to space limitations, it is advisable to reserve your location as early as possible. Contact the Campus Activities Office to make a reservation or for referral to the appropriate person. Have the reservationist sign and date the front of this form.

Capacity: There should be no overcrowding of facilities or capacity violations. When reserving a place to hold your event, be sure to ask about capacity limits.

Restrictions: Events must end by 1:00 a.m. on Fridays and Saturdays; by 11:00 p.m. Sunday through Thursday. Social events are normally not allowed after the last day of classes for the term. Events with alcohol cannot be registered after the last day of classes.

Food/Beverages: Sodexho Campus Services, by contract with the College, has right of first refusal on ANY food and/or non-alcoholic beverage service for events held on campus. If you wish to provide your own food and/or beverages, you must first obtain the approval to do so from the Food Service Director (x4063).

Donations: Donations to cover the cost of refreshments or entertainment must be received at least six hours in advance of the start of the event; no one who refuses to make a donation shall be denied access to the event. Absolutely no money may be collected before or during (i.e., selling cups) the event.

Responsibility: It is assumed that sponsors of events understand and accept the following stated conditions.

Event Sponsors:

- 1) take personal responsibility to ensure that the event proceeds in a reasonable and safe manner;
- 2) agree to remain sober for the duration of the event;
- 3) assume responsibility for their own actions and the actions of their guests;
- 4) are responsible for making sure that the event area is cleaned and returned to the condition it was in prior to the event; and
- 5) are liable for any resulting damage and/or clean-up charges if the individual(s) responsible cannot be identified.

Sponsors should consider the following situations, which may arise at an event. Before receiving approval for an event, sponsors should be prepared to discuss these types of situations with the Director of Campus Activities or his/her designee.

- uninvited guests
- violation of College policy
- need for medical attention
- underage or intoxicated guests wanting to be served
- inappropriate behavior (damage, fight, vandalism, etc.)
- overcrowding

REGULATIONS FOR EVENTS WHERE ALCOHOL IS PRESENT

All registered events are subject to (but not limited to) the following regulations, based on policies in the Student Handbook*:

- ◆ Responsible use: Sponsors are responsible for compliance with the laws (see below). A carding system is suggested to exclude uninvited persons and identify underage guests. High-risk alcohol activities, such as drinking games, drinking theme parties, or progressives, are inconsistent with the College's commitment to responsible alcohol use and are prohibited.
- ◆ Advertising for the event must not include any references to alcoholic beverages.
- ◆ Open containers are to be kept within the space reserved for the event.
- ◆ Common containers are not permitted.
- ◆ Alternative (non-alcoholic) beverages and food must be available in reasonable quantity for the entire duration of the event. "Reasonable quantity" should be discussed with/approved by the Director of Campus Activities and/or Dean of Students.
- ◆ Sponsors should not serve intoxicated persons and, if appropriate, should remove them from the event.

Failure to register an event, violation of any of these regulations, and/or exceeding the type and quantity of alcoholic beverages registered, will result in the immediate shut-down of the event, and disciplinary/administrative action.

LAWS GOVERNING ALCOHOL USE

- ◆ The provisions of Northfield city ordinances and laws of Minnesota and the United States, including the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), shall govern. The College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any College activities.
- ◆ Persons under 21 years of age are prohibited from drinking alcoholic beverages. Persons 21 years of age or older may drink alcoholic beverages at events registered in public spaces.
- ◆ Alcohol is not permitted in any public area (residential or non-residential) without prior registration.

**The Carleton College Student Handbook may be found at: www.carleton.edu/campus/DOS/handbook.html*