

CARLETON COLLEGE

Social Event Registration

Please be prepared to discuss the following situations which could arise at your event:

- uninvited guests
- inappropriate behavior (damage, vandalism, fight, etc.)
- violation of College policies, Federal, or State laws
- underage or drunk guests wanting to be served (if applicable)
- overcrowding
- clean-up of event space
- roommates disturbed by noise or guests
- medical attention needed

EVENT INFORMATION

Name of Event _____ Starting Time _____

Name of Department/Organization/Club/Group (if applicable) _____ Account number _____

Date of Event _____ Ending Time _____
(no later than 1 a.m. on Friday and Saturday)

Approximate Expected Attendance _____

Location Requested (building and area): _____ Max. Capacity _____

Food and Beverages:

Type and quantity of food _____

Type and quantity of non-alcoholic beverages _____

Type and quantity of alcohol (if applicable) _____

Please note: Exceeding the above-designated quantity, serving types of alcohol not listed above, or failing to provide adequate non-alcoholic beverages or food may result in immediate termination of your event and sanctioning.

SPONSOR INFORMATION

By signing below, I agree, as a sponsor of this event, to be in attendance for its duration and to abide by all Social Event Registration Guidelines as enumerated on the back of this form. I fully understand and accept that violation of any of these guidelines or other College policy may result in any sanction(s) deemed appropriate by the Office of Residential Life, Campus Activities or other College officials. Events where alcohol is present must be sponsored by a 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)

APPROVAL

The following signatures are required to reserve the area and to notify other staff of the event. Schedule an appointment well in advance to discuss the registration. Planning, implementation and adherence to College policies remain the sole responsibility of the event sponsors.

Signature of Director of Campus Activities / Hall Director or his/her designee

Date _____

This registration form is to be completed and filed in the appropriate office. You must meet with the Director of Campus Activities or a Hall Director (depending on the facility you have requested) at least 48 hours prior to the event (signatures must be obtained by noon on Thursday for weekend events).

Upon completion, copies of this form should be sent to: Security / Sponsor / Residential Life

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All events held in College-owned properties must follow the policies and procedures outlined below. These guidelines are based on the College's policies and procedures outlined in the Student Handbook. It is assumed that sponsors of events understand and accept the conditions stated below.

1. *The sponsors of events on College properties take personal responsibility to ensure that the event is run in a reasonable and safe manner.*
2. *Students recognize state and local laws pertaining to alcohol use and accept responsibility for their decisions.*
3. *Individuals assume responsibility for their own actions and the actions of their guests.*

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 Campus Services, Campus Activities, or Residential Life to make a reservation or for referral to the appropriate person.

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

Restrictions: Events must end by 1 a.m. on Fridays and Saturdays; by 11 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 class.

Food/Beverages: Bon Appétit, by contract with the College, has the 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 Bon Appétit General Manager (x4066).

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.

Noise: Outdoor events must be aware and meet the regulations of applicable outdoor noise ordinances.

SPONSOR RESPONSIBILITIES

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

Event Sponsors:

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

Failure to register an event or violation of any of these regulations may result in administrative or disciplinary action.

REGULATIONS FOR EVENTS WHERE ALCOHOL IS PRESENT

- Only persons 21 years-of-age and older may be served alcoholic beverages.
- Non-alcoholic beverages and food must be available in reasonable quantities for the duration of the event.
- Responsible Use: Hosts must remain sober throughout the event. The hosts will not serve intoxicated persons and should, if appropriate, remove such people from the premises. A carding system at the entrance to exclude uninvited and identify underage persons is suggested. High-risk alcohol activities, such as drinking theme parties, or progressives, are inconsistent with the College's commitment to responsible alcohol use, and are prohibited.
- Advertising must not include any references to alcoholic beverages.
- Open containers that contain alcohol must be kept in the space reserved for the event.
- Event sponsor(s) must accept responsibility for abiding by all College policies, State laws, and Federal laws.

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 19689 (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.