Event Registration Form  Office of Student Life and Leadership

*** Forms MUST be submitted to the Assistant Director of Student Life and Leadership a minimum of TWO weeks before the event is scheduled to take place ***

Name of club or organization:
_____________________________________________________________

Contact: ______________________________________________ (please print)
Email: __________________________________________   Phone: ____________________

Name of Event: ____________________________________________________________

Date of Event: ____/____/____   Time: ____ AM/PM to ____ AM/PM
Anticipated attendance: ________________

Location of event:
☐ Class room ______ (reserved through Academic Affairs)
☐ Back Plaza
☐ Upper back plaza
☐ Lamkin Hall
☐ Rotunda
☐ A 118
☐ Student Commons
☐ Lobby
** Locations other than the classrooms are approved through the Dean of Enrollment Services**

Office Use Only:
____ reservation confirmed: ______
____ location returned to original set up after event

Set ups: Please check off what you may need as set ups
☐ Electricity Time power on _______ AM/PM; Time power off _______ AM/PM
☐ Tables. Quantity_______
☐ Chairs. Quantity_______
☐ Special set ups
_____________________________________________________________
☐ Amplified Sound. If Yes, please see backside of this form for more details
☐ Security
☐ Serving prepared food / boxed food __________________________________________
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**Purpose of Event**
- __ Concert __ Speaker __ Dance __ Discussion/Rally __ Other _____________________
- __ Fundraiser

**Open to**
- __ Campus Community __ Public ___ Club / organization only

The **Club / Organization** understands:
1. They are liable for any problems that occur regarding this event, and will cooperate with the College and/or other officials acting in their capacity.

2. The possession or use of alcoholic beverages on any College property contrary to law; or the use of conscious possession of alcoholic beverages in any property of the College frequented by the public is against College regulations.

3. They will be held accountable for rules and regulations contained in the Student Handbook, Student Club and Organization Guidelines and Resource Manual.

**Signature**

_________________________________________________________________

Date: ____________________

The undersigned in connection with and as part of the above application certifies that he/she is a contact for the club/organization listed and that the information listed is correct to the best of her/his knowledge and belief.

********** Office Use Only **********

Approved By: ______________________________________________________

Date: _______________

*Office of Student Life,* confirms that this group has met the criteria for space reservation, and that an OSSL staff member has checked for valid identification. By: _______

**Amplified Sound?**

Time ________ AM/PM to ________ AM/PM

Name of band(s) or DJ(s): ______

The following wording should be included in any band contract for the protection of the sponsoring group. This clause may be added to already prepared band contracts by writing or typing in and having it initialized by both parties:

"(Sponsoring Organization/Group Name) shall have the absolute right to require (Band Name) to reduce the volume output at any time during the performance. The band's failure to comply after being requested to reduce volume by an authorized officer of the group shall constitute a material breach of contract, justifying non-payment for performance from the time of said request."