Undergraduate Events with Alcohol Registration
Student Involvement and Leadership ♦ getinvolved.wustl.edu

Sponsoring Organizations: ___________________________ Today’s Date: ________________

Name of Event: __________________________________________ Brief Description: ________________________________

Open to Non-WU Community: Yes ______ No ______

Date of Event: ____ Time: ______ am/pm to ______ am/pm (events must end by 2am) Anticipated attendance: ________

Location: ___________________________________________ Space Confirmation Number: ___________________________

Alcohol Served: Yes ______ No ______ Outside Noise Amplification Requested YES times: ______ am/pm to ______ am/pm NO

(There must be at least 3 security guards present for events with alcohol and 1 additional security guard per 50 attendees)

Contact #1: (must be sober and present for entire event) Contact #2: (must be sober and present for entire event)

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BASIC CHECKLIST: Refer to Events with Alcohol Checklist for additional responsibilities that may be required based on the details of your event; please see a staff member in Student Involvement and Leadership (SIL)

- Make appointment and meet with staff member in SIL. Staff initials ______
- Draw a venue diagram indicating where the following will be located: signage, security, staff, alcohol distribution, alcohol staging, ID checkpoint, wristbands distribution, food distribution, exits, and entrances (including non-Washington University guest entrances as appropriate). Turn in diagram to SIL at least FOURTEEN DAYS prior to the event.
- Professional Security called and confirmed for date, time and location. PO request submitted to the Student Union Business Managers.
  Number of Guards: ________ PO Request ____________
- Third Party Vendor contacted and confirmed. PO request submitted to the Student Union Business Managers.
  AMOUNT OF ALCOHOL EXPECTED: ____________________(# of kegs) PO/Check__________
- Aramark (Danforth) and/or Top Care (outside events) or Residential Life (South 40, Village, Millbrook & Northwest Wohl) contacted and arrangements made for set-up, clean-up and for additional garbage and/or recycling receptacles. PO/Check__________
- Food and non-alcoholic beverages ordered, PO or check request completed.
  FOOD DETAILS __________________________________ PO/Check__________
- Wristbands obtained (some supplies available for a nominal charge at SIL).
  NUMBER OF WRISTBANDS NEEDED FROM SIL: ____________ (price list available from SIL staff)
- Signage indicating that IDs will be checked, service can be refused to intoxicated individuals, counterfeit IDs will be confiscated, and no containers allowed into the facility made and posted. Groups must use verbage from SIL. Pick-up form with appropriate language in SIL.
- Additional PO/Checks: ____________________________

Approval Process: This form and all contracts, purchase orders, or check requests for this event need to be turned at least TEN working days prior to your event. The Student Union Business Managers and a representative from SIL will review all forms. SIL may refuse signing a contract or Undergraduate Events Registration Form. The pink copy of this form will be given back to submitter at a meeting with a staff member in SIL, at this time staff will indicate whether or not event has been approved.

Student Involvement and Leadership Approval: __________________________ Date: __________
Student Union Business Manager Approval: __________________________ Date: __________

Please see back for important policy information!

White Copy – Student Involvement and Leadership Yellow Copy: University Police Pink Copy – Student Group
Responsibilities of the student group contacts:
- The contact person listed on this form will be from the organization responsible for the event.
- The contact person will hold an expectations meeting with and introduce themselves to security, staff volunteers, Washington University Police Department (WUPD), and any other event staff at least 30 minutes prior to the start of event.
- The contact person will remain sober and be available, and accessible on site throughout the entire event.
- The contact person are responsible for the general safety of the event participants and compliance with: the University Events with Alcohol Policy (see below), The Outside Sound Amplification Policy (see below) and all other applicable policies.

Event Security: Washington University Police Department (WUPD) 5-5555  B & D Security 314-878-2424

Security for all campus events can be arranged through BMW Entertainment Services (B & D Security). It is the responsibility of the sponsoring group to call security in advance to arrange for guards. Please check with Student Involvement and Leadership (SIL) and WUPD to determine the appropriate number of guards needed for your event. There must be at least 3 guards present for events with alcohol and 1 additional guard per 50 attendees. All sponsoring groups will need to provide a diagram of the event addressing staffing, safety, and security issues. This diagram will indicate where the following will be located: signage, security, staff, alcohol distribution, alcohol staging, ID checkpoint, wristbands distribution, food distribution, exits, and entrances (including non-Washington University guest entrances, as appropriate). The diagram will be submitted with the Undergraduate Events Registration form to SIL at least 10 DAYS before the event.

Event security serves to enforce University policy including, but not limited to alcohol, fire codes, safety and event ending times. Events with alcohol must have at least three security guards present. In some instances, WUPD officers may need to be hired to staff higher risk events.

Policy for Undergraduate Events with Alcohol:
Office of Student Activities staff is available to answer questions regarding this policy and implementation.
- Alcohol may not be the main focus of the event and may not be mentioned in any advertising
- Carding for Washington University (WU) student IDs and legal age must occur at all events by a designated, B & D security guard
- Only one drink served at a time, to each person
- Non-alcohol beverages and non-salty food must be readily available
- No hard alcohol
- No glass bottles
- A third party vendor must be used for all events with alcohol. Be aware some reservable spaces do not allow alcohol
- Alcohol must stay in reserved room/space – no open containers are permitted on campus
- Alcohol service must stop 30 minutes prior to the scheduled end time for the event

Any suspected violations of this policy will be investigated by a WU Student Services staff member. Violations will result in disciplinary action being taken against the host organization and/or individuals sponsoring event.

Outside Sound Amplification:
All events requesting outside noise amplification must be approved by SIL and/or Greek Life and WUPD. Student group must adhere to all local ordinances related to amplified sound.

In the event of complaints regarding excessive noise prior to the closing hour, WUPD will alert the event contact person to lower noise level. It is the responsibility of the sponsor group(s) to ensure that all vendors comply with University policy regarding excessive noise levels. If the sponsoring group(s) fails to control the noise level the event will be shut down. Disciplinary actions may be taken.

Reserving Space: eventservices.wustl.edu Event Services 5-5234
Event Services (5-5234) must receive all requests for space in writing at least two weeks prior to the date of the event. Room Reservation forms are available online at eventservices.wustl.edu and can be submitted online to events@wustl.edu or in person in room 322 of the Danforth University Center. Requests will be accommodated on a first come, first serve basis. Confirmation numbers may be picked up or sent via email.

Reserving Space on the South 40: Residential Life 5-5050
Spaces include residential colleges, Wohl, Ursa’s, and all outdoor venues on the 40. For policies and procedures related to reserving rooms on the South 40 visit http://reslife.wustl.edu/current/forms/space.html.
Reserving Space in the Village and Millbrook (Online) http://reslife.wustl.edu/Village Office 5-8822

Contracts:
All contracts must be submitted to SIL for approval and signature. A 15-minute contract meeting will need to take place in order for the contract to be processed. Signing a contract yourself means that you are personally liable for everything.

All vendors providing a service for student groups need to complete a contract with the University. This includes, but is not limited to: caterers, DJs, speakers and bands. If a vendor provides their own contract, a WU Hold Harmless form must accompany the contract. Some non-WU contracts are sent over to the University’s Insurance and/or Purchasing Office for review and may take longer for final approval. Contracts and Hold Harmless forms are available in SIL. The Contracts for vendors associated with a particular event must accompany the Undergraduate Events Registration Form and all funding related forms.

Students should visit www.getinvolved.wustl.edu for more information and complete versions of all referenced policies.