

On-Campus Request for Designated Social Event

William Woods University

Office of Student Life

Sponsoring organization/individuals: _____

Contact Person: _____ Cell Phone: _____

Phone: _____ E-mail address: _____

Name of event: _____

Purpose of event: _____

Date of event: _____ Starting time of event: _____ Ending time: _____

Campus location of event: _____

OR

Off-campus location of event: _____ *(Please complete an Off-campus Social Event Registration Form located in the Coordinator of Greek Life and Student Involvement Office)*

Clean-up crew (1) _____ (2) _____ (3) _____

Number of safety officer(s)/off duty police officers(s) obtained through Campus Safety office: _____

Will alcohol be served at this event (circle one)? **YES** **NO**
IF YES, COMPLETE BACK SIDE OF THIS FORM! IF NO, CONTINUE & COMPLETE FRONT SIDE OF THIS FORM

Signature of Advisor: _____ Date: _____ Phone #: _____

Printed Name of Advisor: _____ Email: _____

- **Sponsoring organization agrees to comply with the William Woods University Community Code and the Student Handbook.**
- **Depending upon the size of the event additional monitors and security officers may be required at the request of the Office of Student Life.**

Date Registered with the Student Life Office: _____

ALL SOCIAL EVENTS NOT SERVING ALCOHOL MUST BE REGISTERED 7 DAYS IN ADVANCE WITH THE COORDINATOR OF GREEK LIFE & STUDENT INVOLVEMENT IN THE OFFICE OF STUDENT LIFE.

Complete and return to the Office of Greek life and Student Involvement, William Woods University
One University Avenue, Fulton, MO 65251 573-592-1658

Request for Designated Social Event (Alcohol)

William Woods University
Office of Community Life

Third party vendor – name & address (the vendor will need a letter from the University stating approval of the event):

The third party vendor has agreed to a fee of \$_____. The vendor will provide beer and wine
(served in paper/plastic containers), free sodas (prominently displayed), and at least one bartender.

Third party vendor must provide proof of insurance. Insurance policy #: _____
(check with Student Life to see if this is already on file)

Method of verification of legal age of student attending: _____
(at least one bartender is required, depending on size of event more bartenders may be requested)

List required alternative beverages and food to be served: _____

Student sober monitors:

(1) _____ (2) _____

Signature of Advisor: _____ Date: _____ Phone #: _____

Printed Name of Advisor: _____ Email: _____

- **Sponsoring organization agrees to comply with the William Woods University Community Code.**
- **Depending upon the size of the event additional sober monitors and Security officers may be required at the request of the Student Life Office. Monitors are not allowed to drink at the event. If the monitor does drink during the event, he/she will be referred to the appropriate judicial board.**

Registered with the Student Life Office
Dean of Student Life: _____ Date: _____

ALL SOCIAL EVENTS SERVING ALCOHOL MUST BE REGISTERED 12 DAYS IN ADVANCE WITH THE DEAN OF STUDENT LIFE IN THE STUDENT LIFE OFFICE.

Complete and return to the Student Life Office, William Woods University
One University Avenue, Fulton, MO 65251 573-592-1658