

REGISTERED STUDENT ORGANIZATION (RSO)/ SOCIAL GREEK ORGANIZATION REGISTRATION FORM FOR EVENTS WITH ALCOHOL

This must be submitted to the Dean of Students/Greek Affairs (387 Student Services Building) with the required documentation at least 10 CALENDAR DAYS PRIOR to the event.

List all sponsoring organizations:

EVENT INFORMATION

Event Title: _____ Location of Event: _____

Date of Event: _____ Start Time of Event: _____ End Time of Event: _____

Method of designating those 21 and older: _____

(If event is held at the Bone Student Center, Catering staff will designate those 21 and older)

Type of transportation available to guests: _____

Will everyone at the event be using this type of transportation? _____

REQUIRED

***Attach a completed Third Party Agreement.**

EVENT MONITORS

There must be at least one monitor for every 30 people in attendance at the event. The monitors must be ISU students who are members of a sponsoring organization.

| Event Monitor Name | Phone Number |
|--------------------|--------------|
| 1. | |
| 2. | |
| 3. | |

| Event Monitor Name | Phone Number |
|--------------------|--------------|
| 4. | |
| 5. | |
| 6. | |

COMPLETE SIGNATURE SECTION FOR EACH SPONSORING RSO

By signing this form you agree to abide by all ISU Alcohol Policies and Fraternity/Sorority Social Event Policies.

Name of Organization:

| | Print Name | Signature | Date | Phone Number |
|-----------------|------------|-----------|------|--------------|
| RSO President | | | | |
| Faculty Advisor | | | | |
| Chapter Advisor | | | | |

Name of Organization:

| | Print Name | Signature | Date | Phone Number |
|-----------------|------------|-----------|------|--------------|
| RSO President | | | | |
| Faculty Advisor | | | | |
| Chapter Advisor | | | | |

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| RSO President | | | | |
| Faculty Advisor | | | | |
| Chapter Advisor | | | | |

Illinois State University
Alcohol Policy
THIRD PARTY AGREEMENT
Registered Student Organizations

The Registered Student Organization (RSO) President must:

Submit a completed **Third Party Agreement** with any **Registration Form for Events with Alcohol**. The RSO will be in compliance with the risk management policies of the University related to alcohol if a "third party vendor" is hired to serve alcohol at the function and the RSO can document the following checklist items. This applies to events held off-campus as well as in the Bone Student Center.

If the event is to occur in the **Bone Student Center (BSC)**, the RSO President must also ensure compliance with the BSC Alcohol Policy. This includes, but is not limited to, arranging for a catered meal during the event, allowing 10 calendar days for BSC approval, and agreeing to advance registration of guests.

The Vendor must:

(Vendor must initial items #1-4 below. If event is to be held in the Bone Student Center, BSC Catering is the vendor.)

_____ 1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

* **Attach copies of state and local licenses to this checklist.**

_____ 2. Agree in writing to cash sales only, collected by the vendor, during the function.

_____ 3. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- a. Checking identification cards upon entry and designating those 21 and older (i.e. with wristband, stamp, etc.)
- b. Not serving minors
- c. Not serving individuals who appear to be intoxicated
- d. Maintaining absolute control of ALL alcoholic containers present
- e. Collecting all remaining alcohol at the end of a function (no excess alcohol - opened or unopened – is to be given, sold or furnished to the organization)
- f. Removing all alcohol from the premises

_____ 4. Any breach or violation of this Agreement shall be grounds for immediate termination thereof. Any person, organization or vendor who violates any provision of this Agreement may be held liable for both civilly and criminally activities by the University. This does not Nothing in this agreement precludes the University from imposing its own sanctions including termination of employment against the vendor.

Signatures:

This form must also be signed and dated by the Registered Student Organization (RSO) president, faculty/staff advisor, the vendor, and Office of Student Life/Dean of Students Office staff. In doing so, all parties understand that only through compliance with these stipulations will the Registered Student Organization be in compliance the Illinois State University requirements.

| | | |
|---------------------------------|----------------------------|------|
| RSO President Signature | RSO President Name | Date |
| Faculty/Staff Advisor Signature | Faculty/Staff Advisor Name | Date |
| Chapter Advisor Signature | Chapter Advisor Name | Date |
| Vendor Representative Signature | Vendor Representative Name | Date |
| Greek Affairs Staff Signature | Greek Affairs Staff Name | Date |