

# Lawrence University On-Campus Party Registration Form

This form must be approved by a Dean of Students staff member at least three working days in advance of the event.

## Registration

Name of Event \_\_\_\_\_ Day/Date of Event \_\_\_\_\_

Start time of event \_\_\_\_\_ End time of event \_\_\_\_\_ Number of people anticipated \_\_\_\_\_ Room/Building Capacity \_\_\_\_\_  
(Please consider quiet hours of neighboring residences)

Sponsor(s) of event \_\_\_\_\_ Location \_\_\_\_\_

Description of event:

Will alcohol be present? Yes or No (please circle)

If alcohol is present please complete the following information:

## Checking Identification

Please indicate method of ID checking and verification:

- Wristbands (wristbands are available and free at the Campus Life Office)

Individuals responsible for checking IDs \_\_\_\_\_

## Party Planning

Responsible sponsors of parties with alcohol serve food and provide an alternate non-alcoholic beverage choice. Please list food and beverage alternatives below.

Food Choices \_\_\_\_\_

Non Alcoholic Beverage(s) \_\_\_\_\_

(Non-Alcoholic Beverages are required under 1.01 of LUCC party policy)

LUCC legislation requires that you clearly label alcoholic beverages so that guests know what they are drinking. University policy prohibits the use of kegs, party balls, wine boxes or bottles in excess of one liter, punchbowls or other common source containers in a residential setting.

Number of people 21 and over anticipated \_\_\_\_\_

Who is providing the alcohol? (check all that apply):

- 21 and over guests are bringing their own beverages  
 Event sponsors are providing alcohol (Note: Appleton City Ordinances and Wisconsin State Law prohibit the sale of alcoholic beverages without a license)

Type of drink(s) being served \_\_\_\_\_

Amount of alcohol being served \_\_\_\_\_

(Number 21 and over multiplied by the number of hours of the function=number of servings permitted)

- Third party vendor \_\_\_\_\_ (please include name of third party vendor)

Please note: The body can normally metabolize one drink (one beer, glass of wine, or mixed drink) per hour.

Location alcohol is being distributed from \_\_\_\_\_

Individuals responsible for distribution \_\_\_\_\_

## Responsibility

Obtain names and signatures of three people responsible for the event. These people are responsible for guest behavior, event clean-up, and for ensuring compliance with all applicable University policies, city ordinances and state laws. Party hosts should consult with the building supervisor regarding consideration hours, fire safety/capacity considerations, and other restrictions. If the event is sponsored by a campus organization or department, it is understood that the people listed below are signing on behalf of their organization or department.

By signing below, I acknowledge and attest that I understand the policies and laws applicable to holding an event and I will be present for the duration of the event. The information submitted on this form is true and accurate to the best of my knowledge.

Name \_\_\_\_\_ Address \_\_\_\_\_ Cell. \_\_\_\_\_ Signature \_\_\_\_\_

(Please Print)

Name \_\_\_\_\_ Address \_\_\_\_\_ Cell. \_\_\_\_\_ Signature \_\_\_\_\_

(Please Print)

Name \_\_\_\_\_ Address \_\_\_\_\_ Cell. \_\_\_\_\_ Signature \_\_\_\_\_

(Please Print)

Fraternities please note: IFC has adopted a separate set of risk management guidelines. These guidelines are available on a separate fraternity form.

Building Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Dean of Students Office representative please distribute to:  Security  Dean of Students Office  Building Supervisor  Sponsor  RHD on Duty  Campus Life

Official Comments: \_\_\_\_\_