

OFF-CAMPUS EVENT INFORMATION FORM

This form is for informational purposes only. Completion and submission of this form does not state nor imply University approval of the event.

Today's Date: _____

Date of Event (at least 5 working days in advance): _____

CONTACT INFORMATION:

Name of organization: _____

Name of President of Organization/ Name of contact person for the event:
_____/_____

Addresses: _____

Phone number: _____ Cell phone: _____

E-mail address: _____

EVENT INFORMATION:

Please mark appropriate boxes: Open Closed

Address of event location: _____

Description of event: _____

RISK MANAGEMENT GUIDELINES:

Social events are defined as any function or activity, open or closed to the public, which is provided by an organization to meet the social needs of its members and/or guests. Such events include, but are not limited to, parties, gatherings, dances, movies, card games, casino nights, comedy nights, boxing, step shows, bowling parties, rodeos, sporting competitions, water competitions (fishing, boating, skiing, canoeing, etc), picnics, cookouts, camp-outs, mixers, membership recruitment activities, etc.

The student organization, its officers and members acknowledge and agree that they will abide by the following guidelines for all social events and represent that they will take every effort to ensure that all attendees and guests of the organization are aware of and abide by these guidelines:

- A certified, off-duty police officer or officers must be employed by the organization to monitor the off-campus social event and provide any necessary security.
- All members, attendees and guests attending the social event must sign-in prior to entering the event. All attendees must present a valid UAM student ID to enter a closed event. If the event is an open event, all attendees and guests must present a valid UAM student ID or a valid driver's license and be 18 years of age

or older. A copy of the signed list is to be maintained by the organization's record keeper and the original submitted to the Office of Programs and Activities.

- The on-campus faculty or staff advisor of a student organization (or his/her on-campus faculty/staff designee) must be present at the social event, as well as all scheduled activities of the organization, whether occurring on or off-campus (alumni advisors or national advisors do not meet "on-campus advisor" status).
- The student organization, its officers and members pledge that they will not serve, consume or possess, or permit attendees or guests to serve, consume or possess alcoholic beverages or illegal substances at anytime, by anyone, on University owned or controlled property, at any University sponsored function or at any social event hosted by the student organization.
- The student organization, its officers and members pledge that they will not possess or knowingly allow attendees or guests to carry or possess any knives, weapons, firearms, explosives and/or toxic substances at any social event hosted by the student organization.
- The student organization, its officers and members agree to abide by the UAM Code of Conduct, as well as all local, state, and federal laws when hosting any social events, and further agree to ensure that all attendees and guests do the same.
- The president or planner must complete and submit the "Event Information Form" to the Office of Programs and Activities one (1) week prior to hosting any off-campus event. Copies of the form may be obtained from the Office of Student Programs and Activities located in the John F. Gibson University Center. This form is for informational purposes only and does not constitute approval or disapproval of the event from the University.
- Organizations affiliated with, or governed by, national groups must follow any and all risk management policies as defined and established by their respective national charters, constitutions, and by-laws. Risk management includes, but is not limited to, policies that address: alcohol, illicit drugs, hazing, hosts/sponsor policies, and/or "open party" policies/guidelines, and social host restrictions or limitations.
- All Greek organizations must file a copy of their National Charter, By-laws, and Risk Management Policy with the Office of Student Programs and Activities. Greek Organizations, who have membership in FIPG (Fraternity Insurance Purchasing Group), must abide by FIPG Risk Management Policies.

I, _____, as President or planner of the social event of the organization, acknowledge and affirm on behalf of my organization and by my signature below that I have addressed the above risk management guidelines with the membership of the organization. I realize that failure of the organization membership and/or its attendees and guests to abide by any of the risk management guidelines stated above may subject the organization to permanent or temporary suspension of charter, withdrawal of university recognition and/or support, social probation, denial of use of university facilities, or other appropriate actions. I further realize that student officers, members, attendees and guests who fail to abide by these guidelines may be subject to additional sanctions from UAM, up to and including suspension or expulsion. I further agree that the organization, its officers and members agree to indemnify and hold harmless UAM from any and all injury, loss, claim, cause of action and/or damage that may occur as a result of our own negligence and/or failure to abide by these guidelines.

Organization/Club President or Planner Date

Organization's Advisor or Designee Date
(Must be present at the scheduled activity or social event)

Academic Dean's Signature Date
(Required by organizations with academic affiliations)

Director of Student Programs and Activities Date