

University of North Texas Greek Social Activity Registration Form

SPONSORING ORGANIZATION(S) INFORMATION

1. Organization & Co-Sponsoring Organization(s): _____

2. Enter contact information below:

<u>OFFICER</u>	<u>NAME</u>	<u>CONTACT NUMBER</u>	<u>EMAIL</u>
President			
Risk Manager			
Social Chair			
Chapter Advisor			
Chapter Member Responsible For the Event			

Co-Sponsoring Organization Information

<u>OFFICER</u>	<u>NAME</u>	<u>CONTACT NUMBER</u>	<u>EMAIL</u>
President			
Risk Manager			
Social Chair			
Chapter Advisor			
Chapter Member Responsible For the Event			

EVENT INFORMATION

3. Audience Type: (Circle One) *Members-Only* *Invite-Only* *Invitation Not Required*
4. Anticipated attendance: _____
5. Event Type: (Circle One) *Mixer* *Date Party* *Formal* *Special Event* *Takeover* *Other: _____*
6. Name of Event: _____ 7. Date & Time of Event: _____ (must end by 2:00am)
8. Location of Event: (If Off-Campus Please Fill Out 9-10) _____
9. Event Location Address: _____
10. Mode of Transportation for Off-Campus Events: _____

EVENT MANAGEMENT

11. Will alcohol be present? Yes or No (If no, skip to **page 3**)
12. What non-salty food & non-alcoholic beverages will be provided? _____
13. How will alcohol be distributed? BYOB or Third Party Vendor
14. Four non-drinking members who will monitor the event:

NAME / NUMBER	NAME / NUMBER (<i>Sponsoring Organization</i>)
1)	1)
2)	2)
3)	3)
4)	4)

These members have the responsibility to contact appropriate authorities in the event of an emergency or unforeseeable incident.

15. IFC/Panhellenic groups: **Guest list must be attached if event is w/ alcohol.** Maximum attendance allowed is 3(X) your membership

Due 7 business days prior to event

CHAPTER PROPERTY CHECKLIST
(Complete this section IF the event is being hosted at your chapter facility)

As the Sponsoring Organization, my initials indicate agreement and assumption of the following responsibilities:

Chapter Responsibility	Initials
Checking identification and the guest/attendance list.	
Visibly identifying those that are 21 or older and those under the age of 21	
Not serving anyone under the age of 21 years	
Maintaining control of all alcohol containers	
Providing an off-duty UNT officer to monitor the event (If the event's attendance is larger than 200 guests another officer may be necessary)	

3RD PARTY VENUE CHECKLIST
(Complete this section IF you are holding your event at an off-campus facility)

As the Contracted 3rd Party Venue, I understand that the following policies are in place for the sponsoring chapter and guests:

	Initials
The chapter may hire/pay the vendor for the following: rental of the facility, labor for bartenders/security, music/entertainment	
The chapter/individuals is not permitted to purchase alcohol to be given away (e.g. chapter pays \$1,000 and everyone drinks free during the event)	
The chapter/vendor is not allowed to collect a cover charge and then provide free drinks during the event.	
Alcohol is purchased with cash by members/guests directly from the vendor	

As the Contracted Venue, my initials below attest that the following is true:

	Initials
The establishment is properly licensed to sell/serve alcohol by both local and state authorities.	
The establishment is insured with a minimum of \$1,000,000 of general liability insurance.	
The establishment has as part of the general liability coverage "off premise liquor liability and no owned and hired" and has listed the sponsoring chapter as additionally insured.	

As the Contracted Venue, my initials indicate agreement and assumption of the following responsibilities:

	Initials
Checking identification and the guest/attendance list	
Visibly identifying those that are 21 or older and those under the age of 21.	
Not serving anyone under the age of 21 years	
Not serving individuals who appear to be intoxicated	
Maintaining control of all alcohol containers.	
Collecting all remaining alcohol at the end of the function (no excess alcohol is to be given, sold or furnished to the chapter.)	

Due 7 business days prior to event

ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES

I am fully aware of, and understand that is my organization's responsibility to be in compliance with the following Policies & Procedures pertaining to social events:

- ___ Greek Life Alcohol Policies
- ___ National Fraternity/Sorority Risk Management Policies
- ___ University Student Code of Conduct and university policies

CHAPTER CERTIFICATION

By signing below, I certify that the above information is accurate. I, along with my organization, agree to abide by the guidelines established for this event, and that policies and procedures will be followed. My fraternity/sorority is responsible for ensuring a safe event for members and guests.

I understand that in the event of a violation of these policies, the chapter(s) involved may be subject to sanctions imposed by the their respective Council's Judicial Board, the University of North Texas, and my Inter/national organization.

_____ Date _____ Cell Phone _____
Person Responsible for Event

_____ Date _____ Cell Phone _____
Chapter President

_____ Date _____ Cell Phone _____
Risk Manager

_____ Date _____ Phone _____
Chapter Advisor

_____ Date _____ Phone _____
3rd Party Venue Contact

_____ Date _____ Cell Phone _____
Co-Sponsoring Chapter President

_____ Date _____ Phone _____
Co-Sponsoring Chapter Advisor

Please attach copies of the LICENSE TO SELL/DISTRIBUTE ALCOHOL and the LIABILITY INSURANCE CERTIFICATE/POLICY to this form. If you have already submitted this information for this venue, please indicate by checking this box.



**OFFICE OF GREEK LIFE
POLICIES REGARDING ALCOHOL**

1. Interfraternity Council member groups must abide by the IFC Risk Management Policy (specific requirements regarding alcohol are detailed within the policy), as well as their own inter/national risk management policies.
2. Panhellenic, National Pan-Hellenic Council, and Multicultural Greek Council member groups must abide by their own inter/national alcohol and risk management policies, unless those policies are less strict than those of the university and/or the Office of Greek Life. In such cases, the organization must also follow the more strict guidelines set forth locally.
3. All recruitment/intake activities must remain alcohol free (including Bid Days).
4. All new member activities must remain alcohol free.
5. All fraternity/sorority mixers must remain alcohol free.
6. No council funds may be used to purchase alcohol.
7. There may be no "open parties" with alcohol.
8. Member groups should maintain and complete the most updated Social Activity form for all social events.
9. Members and new members must abide by all local, state, and national laws regarding alcohol.
10. Any chapter found in violation of these policies, laws, or any violation of the University of North Texas Student Code of Conduct will be subject to sanctions (see #11).
11. The appropriate council judicial boards, the Office of Greek Life, and/or the Center for Student Rights and Responsibilities (CSRR) will respond to violations of the above.