****

## Alcohol Event Notification Form

Rogers State University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students. The policy prohibits illegal use of drugs and alcohol on Rogers State University property or as part of activities sponsored by Rogers State University.

Student organizations can significantly improve personal safety and reduce liability by not providing alcohol to any person. If alcohol is to be provided at an organization sponsored event, the organization, its officers, and the members will be held accountable if the following policy is not followed.

* The possession and/or consumption of 3.2 beer or other alcoholic beverages is not allowed in or on the property (including leased property) of Rogers State University.
* The possession, sale, use or consumption of alcoholic beverages, during a student organization event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the organization, must be in compliance with all applicable laws of the state, province, county, city and Rogers State University
* All events with alcohol must use a Third-Party vendor with a cash bar to distribute alcohol.
* No alcoholic beverages may be purchased using organization funds nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization. The purchase or use of a bulk quantity or a common source of alcoholic beverage, e.g. kegs or cases, is prohibited.
* No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person under the legal drinking age.
* No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organization, groups or chapters, regardless of their affiliation with Rogers State University.
* All recruitment activities associated with any organization will be non-alcoholic.
* Identification must be checked at the door and those over the legal drinking age should be marked using a unique and visible wristband.
* All events must have a guest list limiting members to up to two guests each.
* Appoint members of your organizations that agree not to consume alcohol that day. They will be responsible for assisting in any emergencies, and can help people who are intoxicated find appropriate transportation.
* Transportation options for inebriated guests must be made available.
* Drinking games are not permitted at student organization events. Such games encourage a large consumption of alcohol in a short period of time and are heavily associated with alcohol poisoning.

In addition to the above policy, the following are suggestions in order to make your event safe for members and guests:

* Focus on the activities and decorations for the event, and make sure that alcohol is not the main focus of your event.
* Serve food at your event
* Provide attractive non-alcoholic beverages
* Stop serving alcohol at least one hour prior to the end of the event.

 ****

Rogers State University’s *“Alcohol Event Notification Form”* is **due one calendar month before** a student organization hosts any event at which alcohol will be present. If an event is co-sponsored, each organization must submit a separate form. Submitting this form to the Office of Student Affairs at Rogers State University does not imply approval of this event by Rogers State University.

**Alcohol Event Notification Form**

*When submitting this form, any organization, it’s officers and advisor(s) acknowledge that they understand that the organization, it’s officers and advisor(s) are responsible for following state and local laws, the RSU Student Code of Conduct, University policies and the organization’s own social and risk management policy.*

***Student organizations can significantly improve personal safety and reduce liability by not providing alcohol to any******person.***

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_\_

Start time \_\_\_\_\_\_\_\_ a.m. / p.m. (circle) End time \_\_\_\_\_\_\_\_ a.m. / p.m. (circle)

Location of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name & Address of Location)

Will there be a cash bar? Yes No

Third Party Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be security? Yes No

Security Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What transportation options are you providing to members and guests if they become intoxicated?

 Third-Party Bus Third Party Taxicab Designated drivers

Transportation Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List all groups co-sponsoring this event (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Each organization must submit its own form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President’s Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor’s Name (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number Phone Number

*Office Use Only*

*Date Submitted: Approved*

*Received By: Not Approved*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Student Affairs Representative Revised 5/11*