

# Social Event Registration Form

Complete this form to register a social event. Social Event can take place in the Social Space of the Complex or in an individual chapter's house. Registration is due 2 weeks prior to the Associate Dean of Students office located in the Campus Events Office in the Stockdale Center. A confirmation email will be sent upon the approval or denial of your request. Registration materials, due 2 weeks prior, necessary for submission of an event include: the risk management policy, a guest list, a duty list, and a completed social event registration form.



Monmouth College  
700 East Broadway Avenue  
Monmouth, Illinois 61462  
Telephone: 309-457-2345  
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**Guest Policy**  
Chapters reserving the social space are limited to **TWO (2)** guests per brother or maximum fire code for house. Guests under the age of 21 must have a Monmouth College ID. Guest lists will never exceed national headquarter policies, or fire code for the social space/house as determined by the local Fire Department. Advisors are always permitted to attend.

**Event Policies and Procedures**  
Interpretation of the following policies are left to the Office of Student Involvement.  
**Facebook:** The use of social media to advertise the event is restricted to "closed Facebook events where only the host can invite guests that are on the approved guest list submitted to the institution".  
**All Social Media:** Posts that can be reasonably observed as a "blanket invitation" by members, alumni, or guests of the party (i.e. "party at complex, come over") violates your insurance agreement, and will result in the denial of future social space events.

**Event Policies and Procedures (cont.)**  
**House Manager:** The chapter House Manager is "On-Call" for their event only and cannot be "On-Duty" for Greek housing that evening. Please keep a radio on you at all times.  
**Fire Alarm:** In the event a fire alarm is *activated* in the social space, or house of the chapter hosting the event, the event will be terminated.  
**Clean-Up:** The hallway between ZBT and SPE, the social space, and facility lounges must be cleaned *upon the parties completion*. Also, litter on campus grounds must be cleaned.

**Noise:** All music must be off by 1:00am. No individuals should be on Euclid St. side of complex during or after the event.

<b>Event Details</b>
Name of Event
Theme/Description of Event
Sponsoring Organization
Co-Sponsoring Organization
Venue <i>(check all that apply)</i> <input type="checkbox"/> Fraternity Complex Social Space <input type="checkbox"/> Other: _____
<b>Alcohol Management</b> No alcohol may be present at any "open event" where there is unrestricted access by non-members of the Fraternity.
Will alcohol be <i>present</i> at the event? NO YES

<b>Event Schedule</b>
Date of Event
Reservation Time (Setup)
Event Start Time
Event End Time (1am or prior)
Event Cleared Time

<b>Event Monitors</b> <i>(1 per 10 guests)</i>	41-50
0-10:	51-60
11-20:	61-70
21-30:	71-80
31-40:	81-90

<b>Key Control</b>
Keys Assigned
Out <i>(Officer date and initial)</i>
In <i>(Officer date and initial)</i>
<b>Keys Due by Noon Day Following Event</b>

We, the undersigned, affirm that this information is correct and that we and our chapters have reviewed and will conduct ourselves in accordance of our local and national organization's risk management policy, governing bodies, the College, and the law. We have read and assume responsibility for all policies and procedures.

<i>Sponsor's Risk Manager Signature</i>	<i>Date</i>	<i>Cell Phone</i>
<i>Sponsor's President Signature</i>	<i>Date</i>	<i>Cell Phone</i>
<i>Co-Sponsor's Risk Manager Signature</i>	<i>Date</i>	<i>Cell Phone</i>
<i>Co-Sponsor's President Signature</i>	<i>Date</i>	<i>Cell Phone</i>

<b>Non-Alcoholic Beverages Provided?</b> YES NO	<b>Over 21 Marking</b> <input type="checkbox"/> Wrist Band <input type="checkbox"/> Hand Marking
Non-alcoholic beverages and snacks must be provided. An invitation list must be sent electronically for an event that has alcohol or is non-alcoholic.	

<b>Office Use Only</b>	This event is under consideration of approval and registration upon the authorization of the undersigned.	
Associate Dean of Student and Director of Campus Events	Event Approved	Event Denied
	<i>Date</i>	Guest List Received Yes No N/A