

## Fraternity and Sorority Event Management Registration Form

- All events must follow the guidelines on alcohol and drugs as outlined below:
  - Possession, sale, use or consumption of alcoholic beverages, while on chapter premises, during a fraternity event, or in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with a fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education
  - The purchase or use of a bulk quantity of common sources of alcoholic beverages, e.g. kegs or cases, is prohibited.
  - All events must be BYOB or outsourced to a Third Party Vendor, if alcohol is to be present
  - No alcoholic beverages may be purchased through chapter 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 chapter.
  - OPEN PARTIES, those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.
  - No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any individual under legal "drinking age"
  - The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity, is strictly prohibited.
  - No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present, unless prior approval has been given by the Director of Student Activities and Greek Affairs.
  - No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
  - No member shall permit, tolerate, encourage or participate in "drinking games."
- All events where alcohol will be present must be registered with the Office of Student Activities and Greek Affairs. This includes on or off campus events and date parties.
  - Sunday to Wednesday the registration form and guest list must be received by NOON on the day of the event.
  - Thursday to Saturday the registration form and guest list must be submitted TWO days prior to the event. If a non-registered event is held, the sponsoring organization will be subjected to judicial action by the Greek Council.
- Guest List
  - The guest list will include all members of the Rockhurst University social Greek organizations. An additional 2 guests per member of the fraternity can also be included on the guest list.
  - Student ID's should be checked and students under 21 should be marked to indicate they are not of legal drinking age.
  - A typed guest list must accompany the registration form and be submitted by the time frame stated above. The registration form and guest list may also be emailed to [tricia.fechter@rockhurst.edu](mailto:tricia.fechter@rockhurst.edu)
  - **Individuals not included on the guest list are not allowed to enter the party.** If a problem arises, contact Security immediately.
- Sunday to Thursday events must end by 2:00 AM. Friday and Saturday events must end 3:00 AM. Please be respectful of neighborhood requests to turn volume down, etc and comply with all local laws and codes.
- Individuals are only allowed to bring in one six pack of beer per person, or 1 pint of liquor.
- Names of sober brothers and sisters must be submitted along with the registration form and guest list.
- All trash must be picked up by 10:00 AM the morning after the party
- If the event is to be held in the Social Activities Hall, Rockhurst Security must be notified and a RU security officer must be present.
- If an incident does occur, please contact Tricia Fechter, Assistant Director of Student Activities immediately at (816) 501-1149 or (314) 517-8069.

**Rockhurst University Fraternity and Sorority Event Registration Form**

**Guest list must be attached to this form for registration to be complete.**

Sponsoring group(s): \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

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

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact person at venue: \_\_\_\_\_

Phone number: \_\_\_\_\_

Transportation Company: \_\_\_\_\_

Bus pick up location: \_\_\_\_\_

**Time of Event:**

Start: \_\_\_\_\_

End: \_\_\_\_\_

**What type of event is this?**

- Closed party with guest list
- Closed mixer, please list organization invited \_\_\_\_\_
- Date party
- Other, please list \_\_\_\_\_

**Will alcohol be present?**

- Yes
- No

Check box that applies:  BYOB  Third Party Vendor

**How will persons of legal drinking age be identified?**

- Hand stamp
- Wristband
- Other, please list \_\_\_\_\_

Sponsor's and co-sponsors signatures:

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| Name | Organization | Date |
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| Name | Organization | Date |
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