Registered Student Organization Alcohol Event Registration

Registered student organizations must register any programs, banquets, events, etc. either on or off campus with alcohol. A function/event may be deemed as an organization event if any of the following criteria are proven:

1. Event is paid for by the organization
2. Event is endorsed, condoned, or promoted by the organization (i.e., announced on Facebook, Twitter, or other social media accounts that are managed by the organization)
3. The average person would associate the event with the organization in question
4. Evidence of the event could be found in the organization’s meeting minutes

Date of Event:

Location of Event:

Organization Name:

Co-Sponsoring Organization:

Event Theme:
Type of Event:
Mixer (2 or more organizations)
Alumni Function
Date Function
End of Term Banquet
Other (please specify)

**Guest List must be submitted 48 hours PRIOR to the event. Guests must be listed as over or under 21.**

Estimated Attendance for Event:

Does the venue carry liability insurance?
Yes
No

Does the venue of the event possess a license to serve alcohol?
Yes
No

What type of “merchant education training program” has staff who will be serving alcohol completed? Circle all that apply.
Tips Training
PREP
ServeSafe
Other (please specify)

Is this a commercial venue?
Yes
No

What non-salty, non-snack food will be served?
What type of designated driver program will be utilized for transportation to and from the event? Please circle all that apply.
Shuttle Bus
Rented Bus
Taxi Service
Other (please specify)

If using a shuttle/bus service, please list the company’s name and contact information:

What type of security will be utilized for the event? Please underline all that apply.
Venue Provides (must be dedicated specifically to the event)
CCU Department of Public Safety
Other (please specify)

What is the security company’s name and contact information?

**Event Monitors**

*Note: Responsible event monitors must remain sober for the entire event.*

**Please note New Members cannot serve as the sole event monitors**

Please list the names and cell phone numbers of your event monitors (1 per every 10 guests)
What process/es will be followed to ensure that no under-age drinking will occur at the event?
Please check all that apply.
Wristbands
Check ID’s at all entrances of the venue
Check ID’s for each alcoholic beverage served
Hand Stamp
Designated areas for individuals 21 and over to purchase/consume alcohol
Other (please specify)

Organizing Office Name and Cell Phone Number

President Name and Cell Phone Number

Responsible Student Signatures
☐ We, the undersigned undergraduates, have read, fully understand and agree to abide by the risk management/social policies of our inter/national fraternity/sorority, OFSL, and Coastal Carolina University as well as all local, state, and federal laws.
If the individuals in charge (listed below) fail to fulfill their responsibilities, the individuals and/or the chapter will be subject to disciplinary action. In addition, any violation(s) of local, state, or federal laws may result in civil action and/or criminal charges being brought against the undersigned individuals and/or the officers of the co/sponsoring organization(s).
Events with Alcohol Additional Information

You must email a copy or turn in a copy of ALL of the following documents for your event to be considered for approval TWO WEEKS prior to the event. Send all emails to bbowles@coastal.edu

1. Venue’s Liability Insurance Policy
2. Venue’s License to Serve Alcohol Beverages
3. Venue’s Verification of Merchant Education Training
4. Proof of Venue’s Zoning (commercial venue)
5. Venue’s Fire Code/Capacity Regulations

Once you have filled out this form and turned in all of the required documents, please contact Brittany Bowles at bbowles@coastal.edu to set up a review meeting.

If you have any other questions, please call the Office of Student Life at 843-349-2301.