

# Student Organization Event Registration Form

## *including Greek Life Social Events*

<b>EVENT CONTACT COORDINATOR INFORMATION</b>
<b>Sponsoring Student Organization Name</b>
<hr/>
<b>Contact Person Name</b>
<hr/>
<b>Phone Number</b>
<hr/>
<b>Email Address</b>
<hr/>

<b>EVENT DETAILS</b>	
<b>Type of Event</b>	
<input type="checkbox"/> Banquet	<input type="checkbox"/> Interest Meeting
<input type="checkbox"/> Concert	<input type="checkbox"/> Lecture/Speaker
<input type="checkbox"/> Dance/Party	<input type="checkbox"/> Panel Discussion
<input type="checkbox"/> Educational Program	<input type="checkbox"/> Recruitment/Rush
<input type="checkbox"/> Forum	<input type="checkbox"/> Regular Meeting
<input type="checkbox"/> Other _____	Day of Meeting: _____
	Start Date: _____
	End Date: _____
<b>Name of Event</b>	
<hr/>	
<b>Event Date</b>	
<hr/>	
<b>Location/Venue of Event</b>	
<hr/>	
<b>Start Time</b>	<b>End Time</b>
(A.M./P.M.)	(A.M./P.M.)
<ul style="list-style-type: none"> <li>▪ Thursday night events must end by 12:00 midnight</li> <li>▪ Friday and Saturday night events must end by 2:00 a.m.</li> </ul>	
<b>Event Description</b>	
<hr/>	
<b>Anticipated Attendance</b>	<b>Maximum Attendance</b>
<hr/>	<hr/>

<b>EVENT EQUIPMENT INFORMATION</b>		
<b>Sound, Lights and Data Projector/Screen</b>		
Additional Lighting	YES	NO
Data Projector/Screen	YES	NO
AV Tech*	YES	NO
Other _____		
*Tech rates range from \$12.00 to \$20.00 per hour depending on the date of the event and when the request for a tech is submitted.		

<b>Catering</b>	YES	NO
<i>All Leggett Center catering must be provided by Valley Foods.</i>		

<b>SECURITY INFORMATION</b>	
<ul style="list-style-type: none"> <li>▪ Student organizations are required to pay for security.</li> <li>▪ For off campus activities, the organization (s) is required to hire its own security</li> </ul>	

<b>Will security be required?</b>	
	YES      NO
<b>If yes, how many officers?</b>	
<b>Coverage Time Begins</b>	<b>Coverage Time Ends</b>
(A.M./P.M.)	(A.M./P.M.)

<b>Complete ONLY if alcohol will be present</b>		
<i>Common sources of alcohol are prohibited, please refer to Major Facts for more information</i>		
<b>Circle One</b>	BYOB	3 <sup>rd</sup> Party Vendor
<ul style="list-style-type: none"> <li>▪ Guidelines to be determined by the national organization and/or Major Facts</li> </ul>		

<b>EVENT MONITORS</b>	
<ul style="list-style-type: none"> <li>▪ At least two (2) sober monitors must be "on duty" for the entire activity to handle any problems or incidents that may occur.</li> <li>▪ There should be at least 1 sober monitor per 25 attendees.</li> </ul>	
<b>NAME and Cell Phone</b>	
<hr/>	
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**Student Organization Event Registration Forms must be completed and returned to Student Life at least one (1) week prior to the event start date.**

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The following event contract maintains that:

- The sponsoring Student Organization(s) is accountable, liable and responsible for all conduct, safety and consequences that occur directly or indirectly from the program/event.
- All students must abide by state laws, local laws, and Millsaps College policy.
- Millsaps College has a legal responsibility and authority to maximize safety, limit liability and require sponsoring Student Organization(s) to work towards these same ends.
- By signing below, I/We acknowledge that the Millsaps College policies of conduct, alcohol and other pertinent regulations including, but not limited to, those found in Major Facts have been read and understood by the organization.
- Any changes in conditions described in this contract must be agreed upon in writing by all parties one (1) week prior to event.
- The Student Organization agrees to fully indemnify and hold harmless Millsaps College from any and all claims, demands and causes of action. The Student Organization understands and agrees that its acceptance of responsibility includes acceptance of sanctions, which may be imposed as described below.
- If the College determines that additional facilities and services (e.g. additional security) are needed, the Student Organization agrees to accept those facilities and services as a condition of approval for the event. The Student Organization understands and agrees that the provision of such facilities and services by the College does not diminish the responsibility of the student organizations as described in the contract for the event.
- **SANCTIONS:** Any Student Organization held responsible for the event or event related incidents or conduct as described above is subject to any or all of the following sanctions:
  1. Permanent or temporary removal of the organization's recognition with the College.
  2. Permanent or temporary removal of rights including use of College facilities or use of the College name.
  3. Financial and civil liability for all claims arising from the event.
- Responsibility attributed for incidents as described above may subject the individual Student Organization's leadership, membership or student governing agency to similar sanctions or other under the Student Code of Conduct.

<hr/> <b>Student Organization</b> <i>Contact Person Name, not Student Organization Name</i>	<hr/> <b>Student Organization Advisor</b> <i>Millsaps College Faculty/Staff</i>	<hr/> <b>Alumni/ae Advisor</b> <i>Not Required if Faculty/Staff Advisor Signs</i>
<hr/> <b>Date</b>	<hr/> <b>Date</b>	<hr/> <b>Date</b>
<hr/> <b>Student Life</b> <i>Assistant Director of Student Activities</i>	<hr/> <b>Facilities</b> <i>Director of Events Scheduling</i>	<hr/> <b>Campus Security (if applicable)</b> <i>Director for Campus Life or Officer of Campus Safety</i>
<hr/> <b>Date</b>	<hr/> <b>Date</b>	<hr/> <b>Date</b>

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