## *The University of New Mexico*

Fraternity and Sorority Risk Management Procedures

Formal / Alcohol Event Registration Form

(Please print or type all information)

## UNM fraternity or Sorority hosting event:

# Is this event co-sponsored or co-hosted? Yes \_\_\_ No \_\_\_ If yes, with who:

**If the co-sponsoring organization is another Fraternity/Sorority, they will also need to submit a Registration Form.**

Type of Event: Social\* \_\_\_ Formal\* \_\_\_ Brother/Sisterhood\* \_\_\_ Alumni \_\_\_ Parent \_\_\_

# \*All indicated events require the submission of a guest list (with ages) prior to and post event (who checked in and attended)

**All Events must conclude by 12 AM on campus/greek housing, 2 AM off campus on Fridays & Saturdays, and conclude by 11 PM Sunday through Thursday**

# Date of Event: Start Time: End Time:

Event Title: Location of the Event:

Providing Transportation To/From Event? Yes \_\_\_ No \_\_\_ Company, Contact & Phone:

Will an Advisor be Onsite During the Event? Yes \_\_\_ No \_\_\_ If yes, who:

What is the Purpose/Goal of the Event:

**Detailed Description of All Activities at Event: (You may attach a description on another sheet)**

**Event Timeline: (ex: Pre-Event 6-7pm, Check-In 7, Load Busses 7, Dinner 7:30-9, Dance 9-11, Load Busses 11)**

Estimated Total Number of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Monitors (1 per every 50 attendees):

1. 4.

2. 5.

3. 6.

Event Form Received: **GREEK LIFE OFFICE USE ONLY** Wrap Up Form Received:

Event Meeting Needed? Yes / No

Event Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_

Pre-Roster Attached? Yes / No / NA

Post-Roster Attached? Yes / No / NA

Event Notes & Important Items:

Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement:**

The chapter understands that this policy does not supersede local and international fraternity or sorority risk management policies and procedures. It is up to the said chapter to research, comply and complete any and all required events forms as requested by the fraternity or sorority General Headquarters. Failure to do so could mean a loss of chapter liability insurance coverage.

\_\_\_\_\_\_\_ (President initials)

The undersigned declared that the best of their knowledge and belief, the statements set forth herein are true. The chapter indemnifies and holds harmless, The University of New Mexico, its officers, employees, and agents of and from any cost, loss or expense incurred as a consequence of damage to property, personal injury or death arising or alleged to have arisen out of the performance of this agreement, together with any legal and related expenses which may be incurred my University of New Mexico in defending such claims unless such loss results solely from the negligent act or admission of The University of New Mexico

President:

 Name Signature Date

Event Chair:

Name Signature Officer Position Date

Risk Manager:

Name Signature Date

Chapter Advisor:

Name Signature Date

Events must be registered and approved at least seven (7) days in advance of the event. A Risk Management Review Meeting may be required by the Greek Life Office before the event takes place, so account for this time to meet the approval requirement.

\*\*NOTICE\*\* - Larger events (i.e., Social Events at Chapter Houses, Formals, Panhellenic Participation Board Approved Events) should turn in event forms at least fifteen (15) business days in advance of the event and have multiple meetings with the UNM Greek Life Staff to account for the time needed to meet additionally assigned requirements such as noise permits, scheduling conflicts, security requirements, event layouts, risk management concerns and more.

Changes in dates/arrangements must also be approved. Incomplete or illegible forms will not be approved!

Chapters may schedule up to four social events per semester. The Greek Life Office will determine which events qualify as social.

# Office of Fraternity and Sorority Life:

 Name Signature Date

**POST EVENT SECTION (DUE 2 BUSINESS DAYS AFTER THE EVENT**)

\*All Social Events must attach the guest list with indications of who checked in and attended the event. Attached? Yes / No / Not Applicable

Purposeful Reflection: (Did the event accomplish our goals? Was it worth the expense? What would we do differently to improve it? Would we do it again? Etc.)

Incident Report: (Where there any incidents? What happened? Who was involved? What actions were taken during event? What actions take after the event? Were emergency services called? Did you contact your advisors/HQ? Did you contact the Greek Life Office Emergency Phone (505-934-3474)? Etc.)

**UNM Fraternity and Sorority Formal / Alcohol Event Host Site Contact Information**:

Manager/Night Manager of the Host Site: Contact phone # during the event:

### Host Site must be licensed by appropriate local and State Authorities. **A copy of Liquor License must be attached.**

Host Site must be insured with a minimum of $1,000,000 legal liability policy. **A copy of the policy must be attached.**

The Hosts Site hereby indemnifies and holds harmless, The University of New Mexico, its officers, employees, and agents of and from any cost, loss or expense incurred as a consequence of damage to property, personal injury or death arising or alleged to have arisen out of the performance of this agreement, together with any legal and related expenses which may be incurred my University of New Mexico in defending such claims unless such loss results solely from the negligent act or admission of The University of New Mexico.

The Host Site will ensure that the number of people at the event at any given time does not exceed the fire capacity for the venue.

The Host Site agrees to “cash bar” sales only to individuals, collected by the vendor, during the function. Sales will not be made to the organization.

The Host Site will not provide any drink specials or discounts on alcohol.

The Host Site assumes all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including, but not limited to:

* + - 1. Checking identification cards
			2. Not serving minors
			3. Not serving individuals who appear to be intoxicated
			4. Maintaining absolute control of all alcoholic beverages present
			5. Collecting all remaining alcohol at the end of the function (no excess alcohol – opened or unopened – is to be sold or furnished)
			6. Removing all alcohol from the premises (if not at their venue)

The Host Site may contact the UNM Greek Life Office at 505-934-3474 to report any concerns at anytime.

The undersigned declared that the best of their knowledge and belief, the statements set forth herein are true. We recognize that this event plan does not bind the University of New Mexico or its staff.

(Chapter) Representative Officer Position Signature Date

(Host Site) Representative Title Signature Date

By signing this statement you are affirming hereto that you are the authorized signee for this agreement