

# WASHINGTON AND LEE UNIVERSITY

## EVENT REGISTRATION AND USE FORM

PLEASE CHOOSE THE CORRECT RESPONSE BELOW.

Student Hosted                      Department Hosted                      Other (Specify) \_\_\_\_\_

This form **registers** your event. Ensure your space has been **reserved** prior to submitting this form. Please return your completed form to Washington and Lee's Catering Services Office in Evans Hall.

**NAME OF HOST ORGANIZATION(S):** \_\_\_\_\_

**TIME:** \_\_\_\_\_ A.M. | P.M. **TO:** \_\_\_\_\_ A.M. | P.M. **DATE OF EVENT:** \_\_\_\_\_

Outdoor events must end by Midnight. All other events must end by 1:00 A.M.

**NAME/TYPE OF EVENT/DESCRIBE ACTIVITIES (INCLUDING THEME, ETC):** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **PHONE NUMBER:** ( \_\_\_\_\_ ) \_\_\_\_\_

**ADDRESS OF CONTACT:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**NUMBER OF PEOPLE EXPECTED:** \_\_\_\_\_

- Location of your event (mark one) :

If approved, this form confirms your reservation for these venues:

To reserve the locations below, contact:                      Kelsey Goodwin, x5000

- Pavilion
- Liberty Hall Ruins
- Marketplace (no alcohol allowed)
- Amphitheater (no alcohol allowed)
- Cannan Green
- The Dell

To reserve and confirm the following venues, contact:

- |   |                        |
|---|------------------------|
| <input type="checkbox"/> Evans:                     | Fotini Williams, x8263 |
|   | Derrick Smith, x8698   |
| <input type="checkbox"/> Red Square Courtyard:      | Sarah Walker x8405     |
| <input type="checkbox"/> Law School Lawn:           | Suzanne Wade, x8996    |
| <input type="checkbox"/> Hillel House:              | Brett Schwartz, x8443  |
| <input type="checkbox"/> Great Hall:                | On Line Form           |
| <input type="checkbox"/> Castle House, Morris House | Chrissy McClure, x8781 |
| <input type="checkbox"/> Wilson Hall:               | Jill Straub, x8002     |
| <input type="checkbox"/> Alumni House:              | Jennifer Mero, x8468   |
| <input type="checkbox"/> Other _____                |                        |

- Will Alcohol Be Served?  Yes  No

➤ If alcohol will be served, please complete the box on the back of this form.

➤ **Outdoor events with alcohol must use a tent with sides (except during All Campus Events)**

- Catering Needs? Will you be having any food?  Yes  No

**\*Food & non-alcoholic beverages must be served if alcohol is served**

The University policy gives W&L Dining Services the first right of refusal for all on-campus events (except those occurring within Fraternity Houses).

Please work with them for all of your catering needs.

- First, ask W&L Dining Services [Joe Calicchio, [jcalicchio@wlu.edu](mailto:jcalicchio@wlu.edu), 540-458-8025]
- Second, seek an outside caterer and provide catering/ABC license information
- Order Facilities Management services. Online Form at [go.wlu.edu/workorder](http://go.wlu.edu/workorder), or call 540-458-8490.
  - Don't forget tables, chairs, trash cans, requests for power hookups, post-event clean-up services, etc.
- Live or Amplified Music? Secure an Amplified Sound Permit from the Police Department in City Hall to show at your event. **You'll need a signed copy of this form to obtain the Permit.**

- Advertising Your Event? Events targeting undergraduate students may not mention alcohol in any PR or advertising materials. You may state "Valid ID Required" on PR or advertising materials.

FOR FRATERNITY/SORORITY EVENTS:

- Insurance: University Insurance does not cover Greek Organizations.
- Attach copy of National Headquarters Social Event Registration/Risk Management Forms
- SIGNATURE OF DIRECTOR OF GREEK LIFE \_\_\_\_\_

# EVENT REGISTRATION AND USE FORM

ALCOHOLIC BEVERAGES: The provisions of the University policy on alcohol apply to the activities at any W&L facility reserved under this agreement and those conditions are hereby incorporated herein by reference and must be observed.

Website: [go.wlu.edu/policies](http://go.wlu.edu/policies)

- Type of Alcohol Service: (check one) NO UNIVERSITY/ STUDENT ORGANIZATION FUNDS MAY BE USED FOR ALCOHOL
  - CASH BAR : May include Beer and/or Wine only
  - OPEN BAR: May include Beer and/or Wine only
  
- Alcohol must be served by a Virginia ABC licensed third party vendor
  - W&L Dining Services has first right of refusal (you must ask them first). Dining Services will only provide a cash bar.
  - If Dining Services declines you may use:
    - any ABC licensed third-party vendor.
    - any third-party vendor (caterer) that secures an ABC one-day Special Events (Banquet) License for alcohol service on campus.
  - We will be using:  Dining Services, or
    - Licensed third-party vendor (Print name & phone) \_\_\_\_\_

*Please attached catering/ABC license to this form.*
  
- Provide Food and Water (in individual containers, available throughout entire event)
- Two Student Officers in charge and not consuming alcohol during the event:
  - Name: \_\_\_\_\_
  - Year: \_\_\_\_\_
  - Email: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  
- Contact Dave Leonard for wristbands
- Virginia ABC Laws and University Policy must be followed by all users. The University Initiatives on Alcohol and Other Drugs will apply to any violations incurred at this event. The host organization will be held responsible for all activity.

### ADDITIONAL TERMS AND CONDITIONS OF REGISTRATION AND AGREEMENT:

The applicant/organization shall be fully and solely responsible for any and all damages, injuries, costs (including reasonable attorneys' fees) that may arise as a result of the use of the W & L facility; and shall be fully responsible for clean up of the facility immediately after the event unless a prior clean up agreement with the Facilities Management Department has been arranged.

The applicant/organization shall comply fully with all applicable federal, state and local laws during any and all activities related to its use of the facility and the event.

*BY SIGNING BELOW, THE UNDERSIGNED REPRESENTS THAT HE/SHE UNDERSTANDS THE TERMS OF THIS AGREEMENT AND SHALL BE BOUND THEREBY, AND IF SIGNING ON BEHALF OF AN ORGANIZATION, THAT THE UNDERSIGNED HAS FULL AUTHORITY FROM IT TO ENTER INTO THIS AGREEMENT.*

*Additionally, I have read and understand the Events Policy in the Student Handbook.*

\_\_\_\_\_  
SIGNATURE: APPLICANT OR ORGANIZATION REPRESENTATIVE / TITLE

\_\_\_\_\_  
DATE:

*Note: Original to be returned to Kelsey Goodwin (Commons 212) after signed*

*FOR INTERNAL USE ONLY*

The Director of Public Safety will designate the appropriate number of officers based on the estimated number attending

NUMBER OF OFFICERS REQUIRED \_\_\_\_\_ OFFICERS' NAMES: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF DIRECTOR OF PUBLIC SAFETY (OR DEPUTY)

\_\_\_\_\_  
DIRECTOR OF AUXILIARY SERVICES SIGNATURE OF APPROVAL

\_\_\_\_\_  
DATE

**PLEASE RETURN YOUR COMPLETED FORM TO WASHINGTON AND LEE'S CATERING SERVICES BY CLICKING**