

Washington and Lee University EVENT REGISTRATION FORM

This form **registers** your event only. Ensure your space has been **reserved prior** to submitting this form. Return completed form to the **Student Affairs office, Elrod Commons 247** or email to **Lynn Fitch**, at fitchl@wlu.edu.

NAME OF HOST/ORGANIZATION(S): _____

NAME/TYPE OF EVENT _____

DATE OF EVENT _____ START TIME _____ am/pm END TIME _____ am/pm

NOTE: Outdoor events must end by Midnight. All other events must end by 1:00 AM.

LOCATION _____

NAME OF CONTACT PERSON: _____ EMAIL: _____

ADDRESS: _____

PHONE NUMBER: (____) _____ # EXPECTED TO ATTEND EVENT: _____

1. Will you be serving alcohol? (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)
- 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.

2. Will you be serving food? (Yes/No) _____

Snacks & water/non-alcoholic beverages must be served if alcohol is served.

University policy gives W&L Dining Services the first right of refusal for all on-campus events except those occurring within fraternity houses. Please contact Derrick Smith (540-458-8698), drsmith@wlu.edu or Alvin Wheeler (540-458-4635). If W&L Dining Services is unavailable, you may then seek an outside caterer.

3. Will the event involve any speaker who is a candidate for a political office? (Yes/No) _____

4. Is the event expected to result in any statements being made for or against any political party, candidate or incumbent for any political office? (Yes/No) _____

***If the answer to either Question 3 or 4 is Yes, please review the guidelines for campus political activities at <http://go.wlu.edu/OGC/PoliticalActivity> and obtain prior approval for the event through the Vice President for Student Affairs and Dean of Students office for undergraduate events or the Assistant Dean for Law Student Affairs for law school events.*

- **Live or Amplified Music?** If your event is being held outdoors, you will need to secure an Amplified Sound Permit from the Police Department in City Hall to show at your event. **You'll need an approved copy of this form to obtain the Permit.**
- **Event Set Ups** - For tents, tables, chairs, trash cans, requests for power hookups, and post-event clean-up services, please contact Facilities Management for more information at (540) 458-8490 or <http://go.wlu.edu/workorder>.
- Washington and Lee reserves the right to require the applicant to obtain insurance for the event.

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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. For more information, please review the Alcohol Service Guidelines at <http://go.wlu.edu/policies>.*

Type of Alcohol Service: (check one) _____ CASH BAR _____ OPEN BAR

Please check one: Beer/Wine only _____ Full bar _____

Alcohol must be served by a Virginia ABC licensed third party vendor. If Dining Services declines, you may use any ABC-licensed third-party vendor, OR 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 attach catering/ABC license information.

Two Student Officers present and not consuming alcohol during event (for student events only):

Name/Year/Email _____

Name/Year/Email _____

You are required to provide food and water (in individual containers, available throughout entire event) when alcohol is served. 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, IF APPLICABLE, I HAVE READ AND UNDERSTAND THE ALCOHOL SERVICE GUIDELINES AND THE STUDENT HANDBOOK (<http://go.wlu.edu/policies>).

Date: _____

Signature: applicant or organization representative / title

For Internal Use

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) _____ Date _____

Signature of Vice President for Student Affairs and Dean of Students _____ Date _____
(For events involving alcohol)

APPROVED _____ Date _____