The University of Tulsa Alcohol Event Registration Form for TU Administration/Faculty/Staff/Guests

Req. #_____

Event Information

Name of Event:_____ Sponsoring Department/Organization:_____ Date of Event:_____

Description/Purpose of Event:_____ Location:_____ Begin Time: ____ End Time: _____

Attendance Information

Means by which invited: _____ Expected #_____

Attendance includes (x):
Department Staff/Faculty only: _____ Department Staff/Faculty & Guests _____ Non TU-affiliated individuals only _____

Please explain: _____

Policy Awareness

The "University Alcohol Policy" is printed in the Student Handbook and is available in the Office of Student Affairs. This policy is in addition to organization policies governing alcohol (i.e. Residence halls, sororities, and fraternities). All members of The University of Tulsa community are responsible for adhering to the policy.

Complimentary food and non-alcoholic beverages must be provided at all social events/functions where alcohol is present. Identify specific items that will be present (consult Party Planner's Guide):

Food:_____ __ Beverages: _____

Will any alcoholic beverages other than 3.2 beer or wine coolers be served? ____ Please list: _____

Organization Responsibility

The faculty/staff of the above-named department/organization, whose signatures appear below, personally and for our department/organization indemnify and hold harmless The University of Tulsa in the event of accident or injury or regard to the above-described activity. We, the event sponsors/department head, take full responsibility for conducting this event within university policy. By our signature, we each represent that we understand that our department may be held financially responsible if accident or injury results and further acknowledge that the university may take punitive action if university policy has not been followed. We have received, read, and will adhere to the "University Alcohol Policy".

Position Title Print Name Signature ID# Address Phone#

Sponsoring Staff/Faculty member(s):

_____

_____

Dean/Director: _____

Security Confirmations

All events where alcohol will be consumed are required to have at least one security person present. If attendance is anticipated to exceed 100 people, another security person will be required for each additional 50 persons. Contact the University Safety & Security Department at least seven (7) days in advance to arrange university-approved security staff.

Signature of Director/Assistant Director of Security: _____ Date: _____

Event Registration

Return this completed form to The Office of Student Affairs at least seven (7) days prior to event.

The University of Tulsa does not discriminate on the basis of personal status or group characteristics including, but not limited to the classes protected under federal and state law in its programs, services, aids, or benefits. Inquiries regarding implementation of this policy may be addressed to the Office of Legal Compliance, 600 South College Avenue, Tulsa, OK 74104-3189, (918) 631-2423. Requests for accommodation of disabilities may be addressed to the University's 504 Coordinator, Dr. Jane Corso, (918) 631-2334. To ensure availability of an interpreter, five to seven days notice is needed, 48 hours is recommended for all other accommodations.

For Office Use Only--Do Not Write in this Box

This form has met (x)_____ has not met (x) _____ The University of Tulsa requirements.

Explanation: _____

Dean of Students Signature: _____ Date:_____