

Oak Lane Community Alcohol Event Registration Form

Part I: Instructions and Regulations

1. Per University policy number 1015 on alcohol: "In order to maintain an atmosphere conducive to learning and consistent with the university's instruction, research and extension missions, it is necessary to provide guidelines to the members of the university community regarding the service of alcoholic beverages at events located on university property and in facilities under the care, custody, and control of university personnel. University property includes both on and off campus locations, as well as any meeting places that may be rented for university uses...the University Policies for Student Life govern the consumption of alcoholic beverages in private residence hall rooms and other special purpose housing units." For further clarification, please visit policy 1015 and the Hokie Handbook.
2. An alcohol event in Oak Lane is defined as any event that is to be held in the privacy of an Oak Lane fraternity house. All events with alcohol should be registered. An event cannot exceed 299 (per fire code). Alcohol is not permitted outside of the chapter facility or in view of the public. Regardless of event size, events with alcohol should still follow the standards of University Policy 1015, the Hokie Handbook, FIPG, and the applicable (inter)national organization standards.
3. The event should strictly follow the FIPG Risk Management Policy (for a copy, please visit <http://www.fipg.org/FIPG/FIPG.nsf/vwPagesByKey/Resources?OpenDocument>) as well as all university town, county, state, and federal policies. It is the planning organizations' responsibility to research and understand policies that apply to the event. The event should adhere to all inter/national organization policies and standard notification procedures to your advisors and inter/national organization should occur.
4. Alcohol should not be consumed and/or distributed to any person who is believed to be intoxicated **or to any person under 21**. No person whom you know or have reason to believe is intoxicated may loiter on premises. The requestor and listed leadership team for the event may not be intoxicated or under the influence of a self-administered drug during the event.
5. This form should be submitted to the Residential Learning Coordinator at the Fraternity and Sorority Life office 10 days prior to the event; however, certain types of events may require up to 45 days for approval. Upon initial screening from Housing & Residence Life, the Fraternity and Sorority Life office, and the Virginia Tech Police Department, the requesting organization will then be required to meet with a representative from Fraternity and Sorority Life and the Virginia Tech Police Department within ten days prior to the event to review risk management for the event for final approval. If the event fails to meet appropriate risk management steps at the ten day mark, approval will be withdrawn. The event is subject to a walk through and inspection prior/during the event and at any point if there is a perceived violation of policy the event may be cancelled. Security may be required for the event; if requested, it is the planning organizations' responsibility to secure and fund.
6. Non-alcoholic beverages and low sodium food must be served in reasonable proportion to the number of total attendees present at the event. No glass containers are allowed at the event.
7. The requesting organization will receive final approval once meetings with the Residential Learning Coordinator or other designee and Virginia Tech Police have occurred

Part II: Event Information

THIS SECTION SHOULD BE COMPLETED BY THE EVENT SPONSOR

Name of Requesting Organization:

Event Title:

Date of Event:

Event Time:

Description of Event:

Event Type:

Number of Attendees (not exceeding 299 people):

Percentage of Attendees who will be under 21:

Description of Food and Beverages Present:

Part III: Requestor Information

Requestor's Name:

Email:

Phone Number:

President:

Email:

Phone Number:

House Supervisor:

Email:

Phone Number:

Please provide a brief summary of your organizations' conduct history over the past two years. Please include a description of the events resulting in sanctions, the sanctions, any active sanctions, and educational efforts following the event:

Part IV: Event Management and Education

***Note: you may contact the College Alcohol Abuse Prevention Center to receive helpful event management tools and tips (wristbands, water, etc.)**

How have members been educated on appropriate risk management?

How will underage guests be managed and monitored during the event?

How will alcohol be checked then redistributed?

How will the event be monitored as a whole? What will be the specific responsibilities of those monitoring the event?

In the event of an emergency, what steps will be taken?

How and when will clean up occur?

As an authorized representative of an Oak Lane fraternity, my signing this form below indicates that I have read, understand, have provide truthful answers, and will adhere to applicable regulations and laws. I understand my organizations' and my own failure to do so may result in loss of event approval and carry University conduct implications.

Requestor's Signature

Date

Note: Event must be approved by Housing & Residence Life, Fraternity & Sorority Life, and the Virginia Tech Police Department. If not approved by all three offices, the event will be cancelled.

Date Received at Fraternity and Sorority Life:

Housing & Residence Life

Date Received back from VT PD:

- Screened by Residential Learning Coordinator for Fraternity and Sorority Housing (circle below)

Date of Meeting with Organization:

Date of Organization meeting with VT PD:

Signature

Date

Comments:

Approve/Not Approve

Virginia Tech Police Department

Date Received:

- Screened by Virginia Tech Police Department (circle below)
- Event is
- Restricted to the Targeted Audience/Department/Organization (specify: _____)
 - Open only to all members of the Virginia Tech Campus Community (students/staff/faculty)
- The following security provision has been deemed necessary for the requested event:
- No security required
 - Security is required, but is DENIED for the following reason: _____
 - Security required
 - Number of officers required/assigned to event: _____
 - Officers are scheduled from ____ a.m./p.m. to ____ a.m./p.m.

How will the event be advertised?

Comments:

Signature

Date

Approve/Not Approve

Fraternity and Sorority Life

- Screened by Fraternity and Sorority Life (circle below)

Comments:

Signature

Date

Final: Approve/Not Approve

Communicated to chapter on: