Registration Form For Events Where Alcohol Will Be Served

1. Event: _____________________________________________________________

2. Name of Sponsoring Group or Department: ____________________________

3. Name of Individual Registering Function: _____________________________

4. Location of Event: ________________________________________________

5. Type of Activity: _______ Reception: _______ Dance: _______ Picnic: _______ Other (describe): ________

6. Date of Activity: ________________________ Number of Attendees Expected: ______________

7. Time of Activity: From ______________________ To ______________________

8. Will individuals under the legal drinking age be in attendance? _______ Yes _______ No

8.a) Method of identification for underage persons in attendance:

9. If the answer to 8 is yes, list the names of those who will control underage drinking:

   __________________________________________

   __________________________________________

   __________________________________________

   (Additional names should be attached to this sheet.)

10. What non-alcoholic beverages will be served? List kind and quantities:

   __________________________________________

   __________________________________________

11. What food items will be served? List kind and quantities:

   __________________________________________

   __________________________________________

12. List those who will serve the alcoholic beverages. Individuals who will be serving must be trained via the ARA TIPS program:

   __________________________________________

   __________________________________________

   __________________________________________

   (Additional names should be attached to this sheet.)

13. Club Moderator’s Signature (if applicable): __________________________

14. Approval of appropriate University Vice President (or designee):

   (Once approved by Vice President, proceed to Public Safety Office)

15. Review plans for the function with the University Director of Public Safety.

16. Arrange for City of Scranton Police and/or Fire Department coverage.

   Signature of Director of Public Safety: ________________________________

N.B. Those planning an event where alcohol will be served should review the SERVING AND CONSUMING ALCOHOL AT UNIVERSITY SOCIAL EVENTS section of the University Policy on Alcohol and Illicit Drugs. This policy can be found in the Student Handbook.

DISTRIBUTION:
Individual Registering Function - White
Vice President - - Yellow
Public Safety - - Pink
ARAMARK - - Goldenrod
Student Activities - - Green