### Event Information

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Start Time</th>
<th>End Time</th>
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- Events will not be approved during Admissions Preview events, during the first week of each semester, and during the final two weeks of each semester.
- For an event to be considered for approval it must be submitted to the Office of Residence Life, no later than three (3) business days in advance of the event. In the event that the office is closed due to a recognized holiday an exception will be made to allow forms to be submitted 2 business days prior to the date of the proposed event.

**Location (Include Rain Location if Necessary)**

**Name of Event**

**Description of Proposed Event (Please be as specific as possible—include an additional sheet if necessary)**

**Approximate Attendance Anticipated**

**Attendance at events within the residence halls or College houses are limited in order to reduce risk and manage a safe event.**
- **College-owned Houses:** Each house has a maximum number of residents permitted at an event; this number is provided to each house at the beginning of the year. The number varies in each house due to the amount of useable common area space in each house.

**Will there be alcohol served at this event?**

- **Events involving alcohol are limited to beer or a similar fermented beverage of 6% alcohol content or less and wine (champagne, sparkling wine) of 14% or less only.**
- **No alcohol is permitted outside of the room/house in which the event is being hosted.**

### Host Information

**Sponsoring Group(s)/Organization(s)**

**Events involving alcohol must have an individual host. Co-hosts are permitted for events involving 15 or more people. Hosts are expected to be sober and to manage their event in terms of attendance and alcohol consumption. Event hosts are expected to comply with all Residence Life and Public Safety directives**

<table>
<thead>
<tr>
<th>Primary Event Host</th>
<th>Primary Host Student ID Number</th>
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### Faculty Advisor Information

*Events in themed-houses require both the faculty advisor AND the host or co-hosts to meet with the Area Director/House Coordinator.*

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<thead>
<tr>
<th>Event/Organization Faculty Advisor</th>
<th>Faculty Advisor Phone #</th>
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As advisor to this event/organization I understand my responsibility to educate the student leaders involved about campus parties and host liabilities. By my signature below, I certify that I have met with event/organization leaders; and they are aware of the above information. I will be present throughout their event to assist with any issues that arise.

<table>
<thead>
<tr>
<th>Faculty Advisor Signature</th>
<th>Date</th>
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### Event Regulations and Policies

The Area Director/House Coordinator or his/her designee will meet with the event host(s)/advisor(s) prior to event approval. Events will not be considered approved until this meeting has occurred and an Event Agreement has been signed by the event host(s), advisor(s), and the Area Director/House Coordinator or his/her designee.

*In preparation for your meeting with your Area Director/House Coordinator, please be ready to discuss the following situations which could arise at your event:*

- Managing uninvited guests who may overcrowd the event.
- Working with Public Safety--hosts are expected to intervene if guests are not complying with requests for ID, etc.
- Addressing guest behavior, i.e., noise, harassment, disrespect of residents or other guests, failing to comply with staff.
- Understanding of the Earlham Approach to Alcohol expectations, i.e., no hard alcohol, limits on size, music in the house and not out (though we might prepare for the possibility of joint-house events, twice the students, twice the fun...)
- Understanding of Federal, and/or State laws
- Managing underage or intoxicated guests wanting to be served (if alcohol is present).
- Managing guests arriving with unwanted alcohol (pony kegs, hard liquor).
- Plans for clean-up after the event.
- Review of medical amnesty.
- Plans to include non-alcoholic beverages and/or food, if alcohol is permitted or served.
- Is there anything we can do to help make your event a success?

- Would you like a Sexual Assault Peer Advocate (SAPA) at your event? (Check Box for Yes)

### Office Use Only

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Date of Meeting with Host(s)</th>
<th>Date of Meeting with Advisor(s)</th>
<th>Approved/Denied</th>
<th>Event Agreement on File</th>
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