

# Texas Lutheran University

## Student Event Approval Form

Today's Date: (MM/DD/YY) \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_ Student ID No: \_\_\_\_\_

Org. President: \_\_\_\_\_ Phone No. \_\_\_\_\_ President ID No. \_\_\_\_\_

Advisor: \_\_\_\_\_ Phone No. \_\_\_\_\_

Will advisor be present for duration of event?  Yes  No

### **EVENT INFORMATION:**

Date of Event: (MM/DD/YY) \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Description/Outlining of Event (be specific): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- |  |                              |                             |  |
|--|------------------------------|-----------------------------|--|
| Will alcohol be present at the event?          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | (If yes, please complete the Alcohol Information section.)                       |
| Will transportation be provided?               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| Will personal vehicle be used?                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | (If yes, <b>LIABILITY WAIVER</b> forms must be filled out for each member)       |
| Will event be out of city limits or overnight? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | (If yes, a completed <b>TRAVEL</b> form must be on file with Student Activities) |
| Will there be a cover charge to enter event?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | \$ _____   |
| Will tickets be sold for the event?            | <input type="checkbox"/> Yes | <input type="checkbox"/> No | \$ _____   |

### **ALCOHOL INFORMATION:** (Please complete **ONLY** if alcohol will be served. A licensed vendor **MUST** be present to serve alcohol)

- What percentage of guests are 21 years of age or older? \_\_\_\_\_
- What type of alcohol will be present? (only beer and wine allowed) \_\_\_\_\_
- Name of Vendor? \_\_\_\_\_
- Does Vendor have a valid liquor license and liquor liability insurance with a minimum of \$1,000,000 coverage?  Yes  No
- What type(s) of food will be served? \_\_\_\_\_
- What type(s) of non-alcoholic beverages will be available? \_\_\_\_\_

A copy of the Vendor's valid liquor license and TABC permit must be submitted to TLU Police Department and the Director of Student Activities **PRIOR** to event. (Vendor **MUST** apply for TABC permit at sponsoring organization's expense.)

Officers will check identification at the door and assist in identifying those of legal age. A Texas Drivers License, Texas State identification card, or a TLU ID card that shows the date of birth will be acceptable. At the officer's discretion, out of state drivers license may need to be accompanied by a TLU ID. Officers will also monitor any alcohol distribution site, intervene in crowd control problems, act on any violation of Texas State Law or TLU policy, and report all violations to the Dean of Students and Associate Provost. Officers and the event planners/sponsors will work together to ensure a safe environment for the participants and conduct for the event is within the TLU conduct code.

### **ADVERTISING:** (Please check below where you want your event advertised)

**ALL EVENTS MUST BE APPROVED BEFORE ADVERTISING.**

- Today at TLU Calendar** (top portion of "Today at TLU")
- Today at TLU Announcements** (if you want posted on "Today at TLU" please submit a write-up of the event and turn in to Chere Jones. Once event has been approved, it will be posted.)
- Student Activities Wall Calendar** (located outside the Student Activities office)
- Bulldog TV** (length of advertising on TV will be for one week only)
- Bulletin Boards on campus** (you must get these approved by each building supervisor)

**(OVER)**

**ROOM RESERVATIONS/SPECIAL NEEDS:**

**Room Reservation Needed:**

- ASC Conference Room A
- ASC Conference Room B
- ASC Conference Room C
- ASC Graf Lounge
- ASC Fireside Lounge

Start Time	End Time

- ASC Display Case
- Student Activity Center
- Jackson Park
- Library Lawn

Start Time	End Time

**Special Needs:**

- TV/VCR     TV/DVD     Podium     Tables (Qty) \_\_\_\_\_     Chairs (Qty) \_\_\_\_\_
- Audio/Visual     Microphone     Large Screen    *(you must contact Ron Sozzi, ext. 6003, for these items)*

**Special Requests:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ORGANIZATION APPROVALS:**

I certify that the details on this form are accurate. If this event is approved, my organization and I agree to abide by the guidelines established for this event. I understand that willful omissions or falsification of information on this form will result in disciplinary action against all parties involved and that the event may be canceled. The Director of Student Activities must approve any changes to the event once this form has been submitted.

SIGNATURE OF APPLICANT: \_\_\_\_\_

\_\_\_\_\_ Date

SIGNATURE OF ORGANIZATION PRESIDENT: \_\_\_\_\_

\_\_\_\_\_ Date

SIGNATURE OF ADVISOR: \_\_\_\_\_

\_\_\_\_\_ Date

*(Faculty/Administrator Advisor must be present for duration of any event where alcohol is being served. If Faculty/Administrator Advisor has signed permit to attend the event in its full duration, and they have been found NOT to be present at any time, the police will shut down the event.)*

**RETURN COMPLETED FORM TO CHERE JONES, EXT. 6040, STUDENT ACTIVITIES. THIS RESERVATION IS ONLY TENTATIVE UNTIL FORM HAS BEEN APPROVED BY THE APPROPRIATE DEPARTMENTS. YOU WILL BE NOTIFIED ONCE EVENT HAS BEEN APPROVED.**

**FOR OFFICE USE ONLY**

**APPROVALS:**

Director of Student Activities: \_\_\_\_\_

\_\_\_\_\_ Date

IT Infrastructure and A/V Services Coordinator (if applicable): \_\_\_\_\_

\_\_\_\_\_ Date

Chief of Police (if applicable): \_\_\_\_\_

\_\_\_\_\_ Date

Director of Facility Services (if applicable): \_\_\_\_\_

\_\_\_\_\_ Date

Dean of Students: \_\_\_\_\_

\_\_\_\_\_ Date

Number of Police Officers Required: