

KALAMAZOO COLLEGE
REGISTRATION AND ACTIVITIES FORM FOR EVENTS SERVING ALCOHOL

Please read and consult the following guidelines before completing the form at the bottom of this page.

By signing this form, you are accepting responsibility for a planned event with alcohol. This includes but is not limited to responsibility for all guests, damage, adherence to all relevant policies, and clean up charges.

Any group or sponsoring entity wishing to include alcohol as part of an event must abide by state and local laws relevant to alcohol, to the Alcohol Policy included in the Student Code of Conduct, and to the requirements of the Alcohol and Use of Campus Facilities Policy.

During the academic year, the College's residence halls are designated as alcohol-free and cannot be reserved for events at which alcohol will be served. Exceptions will be considered during break periods and/or times when students are not in residence. As a general practice, the Hicks Student Center is also an alcohol-free facility during the academic year.

Alcoholic beverages may be served on campus under the following conditions:

- An event is properly registered through the Events Scheduling & Facilities Reservation Office.
- A "Registration and Activities Form for Events Serving Alcohol" must be completed and submitted at least two (2) weeks in advance of the event to, and approved by, the Office of Student Development.
- The distribution of alcoholic beverages must be monitored and event requirements fulfilled in accordance with College policies. Please see [Student Development Alcohol Policy](#) and [Human Resources Policies](#) for the Alcohol and the Use of Campus Facilities Policy for full details.

The closing hours of the building you are using must be respected. Please make sure your event ends before the closing of the building.

Please detach and return the completed form below to Louise Tennant-Filkins, Student Development Office.

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Department or Office: _____

Head of Department or Office: _____ Telephone: _____

Signature: _____ E-mail: _____

Faculty/Administrator Social Host: _____

(must be at least 21 years of age, must be present for the entire event, and responsible for checking identification)

Signature: _____ Telephone: _____

Non-College/External Host: _____ Telephone: _____

Signature: _____ Telephone: _____

By signing this form, I affirm my understanding of Kalamazoo Colleges policies related to alcohol and agree that this registered event will comply with all relevant policies.

Description of Event: _____

Date of Event: _____ Maximum number of guests expected: _____

Event start and end times: _____

Space Reserved (attach the campus reservation confirmation form): _____

Please contact Claire Ranly (7138) to reserve all spaces and secure a reservation confirmation form.

Note: A confirmed space reservation does not constitute approval to provide alcohol in that space. Completion of this form and subsequent approval are required.

What is the plan to ensure that under-aged people do not have access to alcohol? Please address plans for checking identification and limiting the access of under-aged people to alcohol throughout the duration of the event: _____

Will students or under-aged people be present at this event? Yes _____ No _____. If yes, number of students expected: _____.

Who is the bartender recommended/approved by Dining Services? What is the confirmed time and date of their service? _____

What is the amount and type of alcohol to be served? Low-risk consumption of alcohol is generally defined as 2 – 3 drinks per person per 3-hour event. _____

What is the amount and type of non-alcoholic beverages and food to be served? _____

Is a state permit required for this event? Yes _____ No _____. Has it been received by your group? Yes _____ No _____ If so, please attach a copy of the permit to this form.

If a proof of liability insurance is required for this event, has it been submitted to the Events Scheduling & Facilities Reservation Office? Yes _____ No _____.

Registration and Activities Form must be signed and approved by:

Director of Security: _____ Date: _____

In certain circumstances, as determined by the Dean of Students, Security may be required at the cost of the sponsoring entity.

Dean of Students: _____ Date: _____