

Centre College
Fraternity and Sorority Event Notification Form

This form must be completed by the Chapter President, Social Chair or member in charge of the proposed event and submitted to the Office of Greek Affairs by 12:00 p.m. three (3) business days in advance of the event. *Please use ink to complete this form.*

Name of Event: _____ Sponsoring Chapter: _____
Time Beginning/Ending: _____ Event Date: _____
Member in charge of the event: _____ Cell Phone: _____

Type of Event

Band Party: Yes No (Signature of a Director of Public Safety required for ALL band parties) _____

Philanthropic Event: Yes No Name of Philanthropy: _____

Co-Sponsored Event: Yes No Name of Co-sponsor: _____

Location: _____ *If **ON CAMPUS** (signature of staff reserving room) _____

*If **IN HOUSE**, Specifically which location(s) Living Room/Back porch Basement

Event where alcohol may be present: Yes No

Names of Table/Door Monitors: Attach

Names of Sober Monitors: Attach

Event Stipulations

Alcohol Policy: Centre College expects students to know and observe all state and local laws pertaining to the possession and use of alcoholic beverages as outlined in the Student Handbook.

Risk Management Policy: By signing this form, you and your organization are accepting responsibility for the activity and conduct of all participants, including guests. You further agree to strictly abide by the GRMC Risk Management Policy throughout the entire length of the event. Violations of the GRMC Risk Management Policy could result in the event being terminated and/or disciplinary action against the organization or individuals.

Door, Table and Sober Monitors: You will be responsible for providing the names of all door, table and sober monitors to the Director of Greek Life for all weekend events and all registered and approved non-alcoholic events. **Table, door and sober monitors must have participated in all necessary training.** Refer to the GRMC Risk Management Policy for appropriate numbers of individuals based on the location(s) of your hosted event.

Damages & Cleaning: You understand and accept responsibility for the cleaning of the facility and surrounding property immediately after the event, as well as the payment for repairs of any damages that may occur. All cleaning must be completed by **12:00 p.m. on the day following the event.** Your organization will be billed for the cost of additional cleaning and repair for any such damages.

Noise Ordinances: You agree to abide by the Danville City Noise Ordinance at all times. Sunday through Thursday noise/music must be at a reasonable indoor level. Friday and Saturday all noise/music must be at a reasonable indoor level by 12:00 am and the event must conclude by 2:00 am. If a noise complaint is filed after 12:00 am the event must be terminated. The violation of this agreement could result in the revocation of privileges by the City of Danville to seek future permission to hold activities on campus.

I have read the above statements and agree to be the responsible person in charge of this event. I will be present throughout the entire event. Please sign and print your name below:

Signature of the Chapter President/Individual in charge

Signature of the Social Chair/Risk Management Chair

Print Name

Print Name

For Office Use Only

Approved: Yes No

Reason: _____

Signature: Director of Greek Affairs

Date filed: Office of Greek Affairs