

GREEK ACTIVITY REQUEST FORM

This form MUST be submitted to the Office of Fraternity and Sorority Life, UC 106 for approval at least seven days PRIOR to an event and AFTER ALL OTHER SIGNATURES HAVE BEEN ACQUIRED

If event will take place outdoors then an OUTDOOR EVENT FORM must be completed and turned in at least 15 days in advance to the event.

Organization (s) Name(s): _____

Event Name: _____ Date of Function: _____

Location: _____ Time: From _____ To _____

Type of Event: (Please Circle One)

* Community Service * Fundraiser * Conference * Social * Educational Program * Other _____

Brief description of activity:

expected to attend: _____

Choose one: Invitation Only _____ Admission Charge \$ _____ Faculty, Staff, Students _____ Open to Public _____

Affiliated Council (IFC, NPC, NPHC, ORDER OF OMEGA): _____ Approved _____ Denied (President Initials)

Person's responsible for the event (Write names clearly): *by signing below you agree to follow all terms listed on back of sheet*

Function Contact Person: Name _____ Phone # _____

Signature _____ Email _____

Organization President: Name _____ Phone # _____

Signature _____ Email _____

Risk Management: Name _____ Phone # _____

Signature _____ Email _____

Group Advisor: Name _____ Phone # _____

Signature _____ Email _____

**UAHuntsville Public Safety Office must be informed that your event will be occurring. Please have either the Chief, Lieutenant Brady or another designee sign to confirm the office has been informed

Signature: _____ Date: _____

Campus Approval:

Director of Fraternity & Sorority Life

Signature: _____ Date: _____

Failure to comply with set guidelines will result in, but is not limited to, restriction of chapter social privileges, IFC/NPC/NPHC Council action and/or restitution. If the Student Code of Conduct is violated then the filing of an FIGP Report or appropriate report with the group's National Organization and/or a UAHuntsville judicial report will be submitted by the Greek Life Office.

Through signing this request form you and your organization hereby agree to abide by all guidelines provided, accept responsibility for hosting this function and all action that results thereof.

The University (I.E. University President, Provost, University Police, Director of Student Activities, Director of Fraternity and sorority Life, Director of Housing, Area Director for Housing, RD for Greek Housing) reserves the right to intervene and close any function, on or off campus, which is disorderly or breaches the peace (Student Code of Conduct, Article III, C, or violates local or state law including city ordinances.)

Events MUST follow all set rules and guidelines, including:

Fire Code occupancy guidelines must be observed at all times. (For the Organizations on Fraternity and Sorority Row those guidelines are 85 Chapter room and 132 for the entire first floor including the chapter room).

Courtesy hours are in effect 24 hours a day, 7 days a week. All registered events must end at 2am.

Alcohol cannot be distributed or sold to guests, regardless of age. Common source containers (i.e. kegs, hunch punch, etc) are prohibited. Everyone in attendance is required to show a valid ID and guests 21 years or older will be provided a wristband or other means of identifying guests of age. No one under the age of 21 shall consume or possess alcohol on the premises.

The Risk Manager and a member of the executive council (from the host organization) must be 21 years of age and must be on site for the event from the beginning to the end of the function.

The host(s) of the function must be familiar with, and will be accountable for adherence to the University Student code of Conduct, and all local and state laws including city ordinances.

For on Campus events, the host chapter is responsible for clean up around the building and the general area. Trash removal must be completed by 2pm the following day. Advertisements in public places must be removed by 2pm the following day.

No alcoholic beverages may be purchased through the chapter treasury.

The hosting organization(s) will provide non-alcoholic beverages and low-sodium foods for the duration of the party. The percentage of non-alcoholic beverages should be at least equal to the percentage of underage guests.

All off-campus events, except those using third party vendors, must be dry.

All rush activities associated with a chapter must be dry. No alcohol shall be present at any pledge program or activity of the chapter.

No Chapter shall co-sponsor an event where alcohol is purchased by any of the host chapters/group

Open parties, meaning those with unrestricted access to alcohol by underage non-chapter members, shall be prohibited

ALL EVENTS MUST FOLLOW THE UAH STUDENT CODE OF CONDUCT, AND ALL LOCAL AND STATE LAWS INCLUDING STATE ORDINANCES!!!

No members shall permit, tolerate, encourage, or participate in "drinking games"