Marietta College Office Campus Involvement
Event Notification Form

This form notifies the Office of Campus Involvement of any and all proposed activities and events. This form is to be completed and submitted to the Office (111 Andrews Hall) no later than two (2) weeks prior to an off-campus event or one (1) week prior to an on-campus event. However, we strongly encourage you to complete and submit this form as soon as possible to ensure proper planning can take place. This form does not, in any way, relieve the organization or its sponsors of their responsibilities and/or duties.

Event/Activity Information:

Who is hosting this event/activity? ________________________________________________

What type of event/activity are you hosting?

☐ Community Service     ☐ Social with alcohol     ☐ Social without alcohol
☐ Philanthropy        ☐ Organization Fundraiser      ☐ Other: ___________________________

Title of Event/Activity: _____________________________________________________________

Please describe the purposes of this event/activity.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Location/Address: ___________________________________________ Date: _______________________

Start Time: ________________ ☐ a.m. ☐ p.m.     End Time: ________________     ☐ a.m. ☐ p.m.

Are there any contracts associated with this event? ☐ Yes ☐ No

How many guests do you expect to attend? ______________

Organization Responsibility Plan:

Responsible Officers/Members – When hosting an activity/event that includes alcohol, your organization must ensure that at least one (1) person is sober and responsible for every twenty-five (25) guests at the event. At a minimum, your organization must also ensure that two (2) members are present at the entrance and exit to the facility at all times.

Name: ______________________________ Position: ___________________ Phone #: _____________

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Food and Beverages – If alcohol is present, substantive food and non-alcoholic beverages must be supplied and made readily available at your event/activity.
Substantive food (burgers, pizza, etc.): __________________________________________________________
Snack food (chips, cookies, cake, etc.):   _________________________________________________________
Beverages (soda, punch, water, etc.): ______________________________________________________________

Management of Guests – How are guests invited to this event/activity?

☐ Private/Limited*  Please list the organization(s) involved: _________________________________
☐ Invitation Only*
☐ Open to the general public
*Guest list must be submitted to the Office of Campus Involvement by 5:00 p.m. on the business day preceding the event/activity.

Terms of Agreement:
As representatives of the sponsoring organization and by signing below, we agree to the following terms:

- To abide by the policies and procedures of Marietta College as contained in the Student Code of Conduct, Resident Life Handbook, etc.
- To abide by all local, state, and federal laws.
- To ensure that the event/activity will follow the specifications as provided by this form.
- To ensure that the event/activity will comply with the risk management policies of Marietta College and your organization’s (inter)national headquarters.
- To ensure that publicity related to this event/activity will not be published until approval is received.
- To ensure that proper identification is supplied when asked of your guests in attendance.
- To ensure that intoxicated/unruly guests be denied admission or immediately removed from the facility with all due diligence and care.
- To ensure that the event/activity is ended in a safe and expedient fashion should the need arise.
- To ensure that the noise level is constantly monitored, paying particular attention to the impact it has on neighboring residents/facilities, exposure to the general public, etc.
- To comply with all instructions or orders provided by Marietta College faculty, staff, representatives, administrators, or law enforcement.
- To comply with all instructions or orders provided by law enforcement or emergency personnel of the city, county, or state where your event/activity is held.

Organization Officer: ____________________________________________ Date: ______________________
Organization Risk Manager: ________________________________ Date: ______________________
Organization President: ______________________________________ Date: ______________________
Organization Advisor: _________________________________________ Date: ______________________

For Office of Campus Involvement Use Only:
Date received: ____________________________ □ Approved  □ Denied
Office Staff: _______________________________ Date: ______________________
Residence Director: _________________________ Date: ______________________