The purpose of this form is to avoid scheduling conflicts, to facilitate co-sponsorship opportunities and to provide the law school’s administration with advance notice of events and speakers coming to campus. (PLEASE NOTE: If an event has not been approved in advanced and listed on the Events Calendar, it will not be considered an official event and expenses may not be reimbursed.)

*Please note: organization membership meetings do not require event approval.*

### PART I (SPONSORING ORGANIZATION INFORMATION)

Name of Student Organization Sponsoring Event:

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Position within Organization</th>
<th>Contact Email</th>
<th>Contact Phone No.</th>
</tr>
</thead>
</table>

### PART II (EVENT INFORMATION)

Event Title:

<table>
<thead>
<tr>
<th>Proposed Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
</table>

Location *(If event is to take place either off-campus or on UG campus, complete Part V or VI):*

Event Description:

Names of Potential Speakers *(if applicable):*

### PART III (FOOD/ALCOHOL INFORMATION)

Do you plan to serve food? YES NO

If so, will University Catering be used? YES NO

Do you plan to serve alcohol? *(If yes, complete Section VII)*

If so, will University Catering be used? YES NO

*If food and/or alcohol will be served, refer to the Washington and Lee University School of Law Catering & Alcohol policies at [http://law.wlu.edu/students/page.asp?pageid=93](http://law.wlu.edu/students/page.asp?pageid=93).*

<table>
<thead>
<tr>
<th>Names of sober drivers:</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sober driver guidelines distributed &amp; signed?</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

### PART IV (SBA APPROVAL)

Budget submitted to SBA/event approved by SBA President. *(Approval is REQUIRED in order to add event to SBA calendar & process reimbursements. Any changes to budget must be pre-approved.)*

SBA PRESIDENT: ________________________________ Date: ________________
(Complete Part V, VI or VII only if event will be held on the undergraduate campus, off-campus or if alcohol will be served)

**PART V (EVENT TO BE HELD ON UNDERGRADUATE CAMPUS)**


2. If the event includes alcohol, has it been approved by Sidney Evans, Vice President for Student Affairs and Dean of Students? If yes, please attach copy of the Event Registration Form with both Lynn Fitch and Dean Evan’s signature.

**PART VI (EVENT TO BE HELD OFF-CAMPUS)**

Event Location Address:

Event Host/Licensed 3rd Party Vendor (if alcohol is to be served):

Police Permit Obtained (if applicable) YES NO

**PART VII (ALCOHOL WILL BE SERVED AT EVENT)**

Event approved by Paul Rollins, Associate Dean of Administration and Student Affairs

Paul Rollins: ______________________________ Date: ______________

Terms and Conditions of Registration and Agreement:

The organization shall be fully and solely responsible for any and all damages, injuries, costs (including reasonable attorneys’ fees) that may arise as a result of the use of the W&L facility; and shall be responsible for clean up of the facility immediately after the event unless a prior clean up agreement with the Facilities Management Department has been arranged. The organization shall comply fully with all applicable, federal, state and local laws, all applicable Washington and Lee University policies and procedures, as well as any applicable Washington and Lee University School of Law policies, procedures or protocols during any and all activities related to its use of the facility and the event.

By signing below, the undersigned represents that he/she understands the terms of this agreement and shall be bound thereby, and if signing on behalf of an organization, that the undersigned has full authority from it to enter into this agreement.

I have read and understand the Student Event Reservation and Use Policy and the Student Handbook.

__________________________________________
SIGNATURE: ORGANIZATION REPRESENTATIVE/TITLE

RETURN COMPLETED FORM (WITH APPROPRIATE SIGNATURES) TO:

Paul Rollins
Associate Dean
528 Sydney Lewis Hall
rollinsp@wlu.edu

EVENT APPROVED:

Paul Rollins, Associate Dean

A copy of approved form will be kept on file in the SBA & Student Services offices until the end of current academic year 2/10/15