

**Griffin Bell Conference Center
Student Social Event Request Form
Georgia Southwestern State University**

Host Organization(s): 1. _____ 2. _____

Date of event _____ Day of event (circle one) S M T W TH F SA (Rental fee applies to Fri., Sat., & Sun.)

Time of event: Beginning _____ am/pm Ending _____ am/pm

Is this an outdoor event? _____ Yes _____ No (All outdoor events must comply with appropriate city ordinances.)

Attendance expected: _____ See [Event Sheet](#) if a set up is required.

Will alcohol be present at this function? _____ Yes _____ No If Yes, what kind of alcohol: _____

*How will you prevent underage drinking? _____

*Underage drinking should be identified by wristbands. What Fraternity/Sorority/Officer will be checking ID's at the door?

1. _____ 2. _____ 3. _____

*What type of food will be provided? _____

Name of Security hired (see GSW Weathervane for procedures) _____ How many Hired? _____

Transportation provided by: _____

Note any applicable National Fraternity/Sorority policies related to this event: _____

Name of Fraternity/Sorority officer(s) responsible for the event: 1. _____ 2. _____

I have read and understand Appendix C. Student Organizations Rights and Responsibilities, specifically number G. Scheduling of Social Events, as outlined in the GSW Weathervane and the Policies outlined on the back of this form. I also certify that the information on this form is accurate and as host(s) accept responsibility for this social event. I understand there will be consequences for providing false and/or misleading information on this form. I understand the host organization is responsible for ensuring the safety of its members and guests. I understand that I must be in attendance at the event. If I am unable to attend, I will appoint another member as the official representative. I will notify the Coordinator of any changes in the plans for the event including cancellation. I am aware that there has to be an officer on duty if there is alcohol present.

In addition, The Officer on duty will notify the Office of Public Safety when he/she has arrived and left the Student Social Event. _____
President's Initials. The number to Public Safety is 229-931-2245

Signature of President of host organization Date

Signature of President of host organization (if more than one)

Phone Number

Phone Number

Signature of Chapter/Organization Advisor/Phone Number

Signature of Chapter/Organization Advisor/Phone Number

-----Office Use Only-----

Approved by: _____

Date: _____

**The following guidelines must be used by organizations when
hosting a student social event at the Griffin Bell Conference Center.**

1. A Student Social Event Request form must be completed and returned to the Coordinator five (5) business days prior to the event.
2. The total number of persons present may not exceed three times the membership of one host organization or 100, whichever is greater. Exceptions must be approved by the Coordinator or his/her designee at least 72 hours prior to the beginning of the event.
3. It is illegal for persons under the age of 21 to consume alcohol. The student organization, as host of the event, is responsible for ensuring that only persons 21 years of age or older consume alcoholic beverages.
4. The host organization is responsible for taking steps necessary to prevent uninvited guests and noticeably intoxicated people from entering the event; to prevent underage persons from bringing alcohol into the event; to prevent persons from leaving the event to drink, then being readmitted to the event; and to make certain individuals do not leave the event with open containers of alcohol.
5. All entrances and exits to the event must be monitored at all times. If a student is given this responsibility, he/she must be a fully initiated member of the host organization. The persons monitoring the entrances and exits are not permitted to consume alcoholic beverages or be under the influence of drugs or alcohol during the event.
6. Glass bottles are strictly prohibited at any social event. Exceptions must be approved by the Coordinator or his/her designee at least 72 hours in advance of the event.
7. The host organization is responsible for ensuring that a safe means of transportation is available for its members and guests such as cabs or designated drivers.
8. All areas surrounding the location of the event must be cleaned by the host organization immediately following the close of the event, not the following day.
9. Be advised that registration of an event does not constitute permission to allow noise levels or traffic to become a public nuisance. The event host is responsible for preventing the event from becoming a public nuisance.
10. Any and all policies and ordinances not mentioned above, that are listed in the Weathervane, or otherwise published by the University or the City of Americus, or State of Georgia shall be followed.
11. Social activities or gatherings, planned or unplanned, should not be held during summer orientation/registration sessions or finals week.
12. The Office of Public Safety should be notified when hired officer is has arrived to reserved Student Social Event and is leaving said Student Social Event. Officer will need to contact the Office of Public Safety at 229-931-2245.
13. Nothing may be hung, nailed, stapled, or taped to the Griffin Bell Golf Links and Conference Center sign at the street or any of the walls, ceilings, floors or furnishings in the building.

Catering Services

Aramark may be reached at 924-2732 for catering and serving of alcoholic beverages (beer and wine) for the Griffin Bell Golf and Conference Center. Their catering guide can be found on-line by visiting our web site: www.gsw.edu, click on GSW Community Links, scroll down to Golf and Conference Center, click on Conference Center to view.

Outdoor Student Social Events must also conform to the following policies:

1. Because of the necessity for additional planning to ensure compliance with the city Noise ordinances, outdoor student social events must be registered at least two weeks in advance of the event.
2. Outdoor student social events must be in compliance with all city and GSW policies/ordinances. Be advised that registration of an outdoor event does not constitute permission to allow noise levels or traffic to become a public nuisance. The event host is responsible for preventing the event from becoming a public nuisance.
3. The event must take place entirely within a contained area with functional restrictive barriers. All entrances and exits must be monitored in the manner as stated in #5 above.

Failure to comply with this policy may result in referral to the Campus Judicial System.

EVENT SHEET

Griffin Bell Conference Center

Name of Organization/Individual _____

Contact: _____ Date of Event: _____

Address: _____

Phone: () _____ Fax: () _____

Email: _____

RENTAL FEE

FACILITY RENTAL FEE (Friday, Saturday, or Sunday event) \$250.00

BALANCE DUE (due one week prior to event) _____

SECURITY FEE (\$25.00 per hour, per officer) \$25 x _____ x _____ Officer _____

TOTAL DUE (due one week prior to event if security is needed) _____

CASH \$ _____ CHECK # _____

EVENT INFORMATION

Date of Event: _____ Set-Up Time: _____

Number Attending: _____ Beginning Time: _____

Ending Time: _____

Alcoholic Beverages: Yes _____ No _____

Must Provide Security Officer's Name _____ Phone # _____

Type of Event (Please give a good description of event):

Electrical requirements for music / band: Yes _____ No _____

EQUIPMENT NEEDED

Chairs (Up to 200) _____ Buffet Table _____

Tables _____ Registration or other table _____

Round (up to 19) _____

Rectangle (up to 7) _____

Head Table - number of seats _____