

RLHS-WEST CAMPUS REGISTERED PARTY PLAN

Must be submitted for approval to the Residence Coordinator
at least one week before the registered party is to occur.

Host Group Name: _____

Event Date: _____ **Start time:** _____ **End time:** _____

Registered event space(s): _____

Please refer to the Registered Party Plan Supplement for specific information pertaining to use of the registered event space from the Residence Coordinator.

Risk Management: Host Groups and their Party Monitors are responsible for taking appropriate measures to promote the safety of Guests while attending the party. Please attach additional pages as necessary to outline precautions the Host Group will take before, during, and immediately after the party to mitigate potential risks.

Attendees	Expected number of attendees (including Group Members and Guests):
Food and Beverages	Food and Non-alcoholic Beverages available for Guests: If serving alcohol, it will be provided by (circle one): University Supplied Bartenders BYOB
Party Monitors	There must be at least one certified Party Monitor on hand for every 25 guests at the party. Party Monitor Training is coordinated through the Alcohol and Substance Abuse Prevention Center. The satisfactory completion of Party Monitor Training will be confirmed by the Residence Coordinator prior to the party. Please attach a separate list of Party Monitor names and signatures.
Bystander Intervention	How many members of your organization have completed Bystander Intervention Training?:
Party Theme	Please describe your party theme here:
Music and other Noise	Will there be amplified sound?:

