

# The University of Oklahoma

## Alcohol Event Notification Form

The University of Oklahoma "Alcohol Event Notification Form" is **due one calendar week before** a student organization hosts any event at which alcohol will be present. If an event is co-sponsored, each organization must submit a separate form. This form does not replace any form that may be required under the rules of an individual student organization. Submitting this form to the Student Life Office at the University of Oklahoma does not imply approval of this event by the University of Oklahoma.

When submitting this form, any organization, it's officers and adviser(s) acknowledge that they understand that the organization, it's officers and adviser(s) are responsible for following state and local laws, the University of Oklahoma Student Code, University policies and the organization's own social and risk management policy and the following specific University policies when organizing, hosting or co-sponsoring any event with alcohol:

- Alcoholic beverages are not allowed inside Greek houses and OU residence halls or on the grounds surrounding them.
- Events at which alcohol is served that are sponsored by campus-affiliated student organizations shall be restricted to only Friday nights and Saturday nights.
- Transportation to and from off campus events sponsored by campus-affiliated student organizations shall include designated drivers or bus transportation provided by the sponsoring group.
- Groups and individuals found to be in violation of any law or University policy are subject to University sanctions and may be subject to criminal prosecution. If a violation is deemed to be alcohol-related, the organization or individual is subject to sanctions under the "Three Strikes Policy."

Organization: \_\_\_\_\_ Date of event: \_\_\_\_\_, 20 \_\_\_\_\_

Friday or  Saturday Start time \_\_\_\_\_ a.m. / p.m. (circle) End time \_\_\_\_\_ a.m. / p.m. (circle)

Location of Event: \_\_\_\_\_  
 \_\_\_\_\_  
 (Name & Address of Location)

Event Theme: \_\_\_\_\_

How will the alcohol be distributed?  BYOB (bring your own beverage)  Third Party Vendor

Third Party Vendor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Will there be security?  Yes  No \* **All Open Social Events require security.**

Security Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Transportation Provider: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Single Organization Event

Co-Sponsored Event\* List other group(s): \_\_\_\_\_

\* Each organization must submit its own form. \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 President's Name (please print) Adviser's Name (please print)

\_\_\_\_\_  
 President's Signature Adviser's Signature

\_\_\_\_\_  
 Date Date

\_\_\_\_\_  
 Phone Number Phone Number

**Administrative fees will be imposed by Student Life for forms not submitted by Friday 5pm of the week preceding the event.**

If the form is submitted during the week of the event, the administrative fee is as follows:  
 Monday = \$20, Tuesday = \$40, Wednesday = \$60, Thursday = \$80, Friday (before 5pm) = \$100

Forms submitted on the weekend (after Friday 5pm) preceding the event are considered late and are subject to the Monday \$20 fee.