

California Institute of Technology

Undergraduate Event Registration Form

All student events sponsored by a Caltech organization or utilizing Caltech facilities (including Institute-owned off-campus houses) and having one or more of the following must be registered:

1. Alcoholic beverages will be served and more than 15 individuals will be present.
2. Alcoholic beverages will be served and underage students will be in attendance.
3. The event will be publicized to non-Caltech people.
4. Amplified music or a band will be used.
5. Construction will occur.

House-sponsored events must be registered with and receive the approval of the Assistant Vice President for Student Affairs, Campus Life, and club-sponsored or non-house events must be registered with and receive the approval from the Associate Dean of Students for undergraduate students only.

The approval process must begin 2 weeks in advance and before advertising, alcohol purchases, and construction take place.

Advertising:

For undergraduate students, advertising must be approved by the Assistant Vice President for Student Affairs, Campus Life or the Associate Dean of Students. Advertising may not contain direct or indirect references to alcoholic beverages or drugs. Graduate students need to get the approval of the Dean of Graduate Studies.

Registration Form

Date: _____ Time: _____ to _____

Title of Event: _____

Location: _____

Anticipated attendance: _____

Sponsoring Organization: _____

Event Host: _____

CIT Address: _____ E-mail: _____ Phone: _____

If there will be entertainment, please describe (for example, band or DJ; will music be inside or out):

Food and Beverages: If no alcohol will be served at the party, this section is not applicable. If you are planning on serving alcohol, read the guidelines in this alcohol policy carefully. Professional bartenders, hired by Caltech, must serve all alcohol. Amounts of alcohol you are requesting to purchase should be listed below and discussed with your RA if this is a house event, before meeting with the Assistant Vice President for Student Affairs, Campus Life.

