

Colby-Sawyer College Social Function Registration Form

Only rooms or apartments where one or more of the residents is twenty-one years of age or older and will be present for the event may register a social function.

This form should be used to register functions in residence halls or college houses in which alcohol will be present **AND** which involve the following numbers of people (including residents of the room/apartment):

Single rooms: 6 people (fire code capacity = 6)

Doubles, triples and quads: 8 or more people (fire code capacity = 12 doubles; 18 triples; 24 quads)

Residence hall and college house apartments:

Two and three-person apartments: 8 or more people (fire code capacity = 18)

Four and five person apartments: 10 or more people (fire code capacity = 25)

Only students that are 21 years old or older may be allowed to drink alcohol and they must follow the CSC Alcohol Policy as outlined in the Code of Community Responsibility.

Social functions may not be registered during Orientation, Reading Days, or Final Exam periods, or during vacation closing periods.

Date(s) of Function: _____ **Starting Time:** _____ **Ending Time:** _____

Functions within the same four-day time period may be registered on one form if all information listed below is the same for all functions. All functions must end by the start of quiet hours.

Location of Function: Hall _____ Room/Apartment _____

This registration is limited to activities that occur in this location only and may not be transferred to another location.

Residential Hosts of Event (must be residents of the room/apartment listed above): By identifying myself as a Residential Host, I acknowledge that I have read and understand the alcohol policy and the Code of Community Responsibility. I understand that I am responsible for all activities that take place in my room/apartment/duplex.

- **I understand that I'm responsible for making sure students/guests under 21 years of age are not drinking in my room.**
- I understand that I'm responsible for monitoring the actions of the students/guests and will intervene and/or seek help when appropriate.
- **I understand that I'm responsible for making sure there is a Sober Host present.**
- I will not violate the college's alcohol policy (e.g. supplying alcohol to minors) and will notify Campus Safety if there are policy violations occurring in my room.

Turn form over →

Residential Host/Participant: I am aware of this social function and plan to participate.

Name	Age	Signature

Residential Non-Participant: I am aware of this social function, but will not be present.

Name	Age	Signature

Sober Host:

By identifying myself as a Sober Host, I acknowledge that I have read and understand the alcohol policy and the Code of Community Responsibility.

- **I agree to abstain from using alcohol or other drugs for the duration of this event.**
- I understand that I am responsible for making sure students/guests under 21 years of age are not drinking alcohol.
- I understand that I'm responsible for monitoring the actions of the students/guests and will intervene and/or seek help when appropriate.
- I understand that I will be the liaison to staff members during this event.
- **I understand that I must be present for the entire social function.**
- I understand that I'm responsible for notifying Campus Safety if there are policy violations.

Name _____ Signature _____

Acceptance of Registration:

This form must be submitted to the AC/SRA on duty or Campus Safety by 7:00 p.m. on the evening of the function, or one hour prior to the function, whichever comes first. **This registration is not valid until the box below has been completed.**

For Office Use Only	
<input type="checkbox"/> I have reviewed the responsibilities of the Residential Hosts with the residents.	
<input type="checkbox"/> I have reviewed the responsibilities of the Sober Host with the sober host.	
<input type="checkbox"/> I have given the Social Function Registration Form Informational Handout to the hosts.	
<hr style="border: 0; border-top: 1px solid black;"/>	
Signed by	Date