

Student Organization for Closed, Off Campus and High Risk Event Registration Form

All organization events (outside of regularly scheduled meetings) must be registered two weeks before to the event. Student organizations are responsible for ensuring that the event has been approved through the appropriate channels (University Catering, Conference Services, Office of Campus Life, etc.). This form is to be turned in to the Office of Campus Life at least two weeks before the event. For questions, contact the Office of Campus Life at (615) 460-6407.

If the event is campus-wide, you are not required to complete this form; however, the event must be posted on BIC by your advisor.

Organization Information

Sponsoring Organization _____ Today's Date _____
Contact Name _____ Phone _____
Email Address _____

Event Information

Name of Event _____
Requested Event Date _____ Time _____ Location _____
Distance from Belmont (in miles)* _____

*If the location of the event is over 150 miles one way, or if you are staying overnight, you must have an advisor with you and you must complete the Travel Registration form.

Purpose of the event

If your event is a fundraiser, you must complete a fundraiser approval form.

Event Description

Is there a contract for this event? _____

If yes bring event contracts (signed by the Faculty/Staff Advisor) to the Office of Campus Life. You must allow 7 days for approval. Students may not sign contracts on behalf of their student organization or the University.

Estimated attendance _____

Is this event open to campus? _____ If yes, is the event posted on BIC? _____

Will there be food? _____ If yes, has catering been contacted*? _____

*If the food you are serving on campus is being *catered* you must use Sodexo (catering@mail.belmont.edu)

In detail, please describe the event.

Signatures

We have read The Bruin Guide and the Student Leader Handbook and we agree to abide by all policies and procedures listed therein as well as other Belmont policies. We understand that failure to follow Belmont policies may result in the loss of status as a recognized student organization.

President's Printed Name Phone

Advisor's Printed Name Phone

President's Signature Date

Advisor's Signature Date

Office Use

Date Received _____

Approval Status _____

Date Group Notified _____

Approval Signature _____