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 Sodexho (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 __________________________  Date Group Notified____________________
Approval Status __________________________  Approval Signature___________________