

Fraternity & Sorority Event Registration Form

Interfraternity Council & Panhellenic Association // The University of Washington

Under the terms of the Recognition Agreement between your chapter and the University of Washington, your chapter has agreed to comply with the IFC Risk Management Policy or Panhellenic Association standards, in addition to the following requirements regarding the sponsorship of an event:

- 1. An "Event" is defined as:**
 - (a) a gathering of more than twenty-four (24) people;
 - (b) at which alcoholic beverages are consumed; and
 - (c) which is arranged, scheduled or announced by the Chapter or is held at the Chapter House.

- 2. The Chapter agrees that when it sponsors an Event, it will comply with the following requirements:**
 - (a) register the Event with the Office of Fraternity & Sorority Life, and either the IFC or Panhellenic, whichever is applicable, no later than seven (7) calendar days in advance of the Event;
 - (b) ensure that a Special Occasion License or Banquet Permit from the Washington State Liquor Control Board is obtained;
 - (c) adhere to the permit or license regulations; and
 - (d) maintain security and regulate access to the Event.

- 3. The Chapter also agrees to be in compliance with:**
 - (a) all applicable federal, state and local laws and regulations;
 - (b) the rules of the Chapter's Headquarters;
 - (c) the rules and policies of either the IFC or Panhellenic, whichever is applicable.

Tier I Events - (Grab-a-dates, cocktails, dances, etc.) – Events limited to host chapter membership plus one guest per member. Completed guest list must be submitted to the Office of Fraternity & Sorority Life by noon on the day of the event and present at event. Blank guest list forms can be provided by the IFC. Events that do not have a guest list submitted by noon will follow Tier II guidelines.

Tier II Events - (Single house parties, Bi-ads, Tri-ads, etc.) – Events with more than host chapter membership plus one guest per member and/or co-hosted by two or more fraternities. Guest list must be present at event. Alcohol at these events will be limited to and distributed in containers of alcohol no more than 16 ounces and 8% alcohol content (i.e. beer, flavored malt beverages, etc.). Drinks must be served in original container.

Tier III Events - Events hosted at/with a third party vendor and/or location. Third party vendor must be licensed and able to present insurance at time of event.

Please provide the following information:

Event Information: Date: Starting Time: Ending Time:

Description of Event (cocktail/party/3rd Party Vendor): Members: Guests: Total:

Location Name:

Address:

Sponsor Organization(s):

1. _____ 2. _____ 3. _____

I/we agree to be available as the contact person/people for the duration of the Event. Each sponsor must have the President and Event Planner sign the Event Registration Form. Attach additional forms if necessary.

1.			
Chapter President Name (please print)	Chapter President Signature	Organization	Date
2.			
Name (please print)	Signature	Organization	Date
3.			
Co-Sponsor President Name (please print)	Co-Sponsor President Signature	Organization	Date
4.			
Name (please print)	Signature	Organization	Date
5.			
Co-Sponsor President Name (please print)	Co-Sponsor President Signature	Organization	Date
6.			
Name (please print)	Signature	Organization	Date

Please submit completed form to:

Office of Fraternity & Sorority Life, HUB 236, Phone (206) 685.9605, Fax (206) 685.9006.