# Off-Campus Event Form

**Loyola Marymount University**

**11.11.15**

<table>
<thead>
<tr>
<th>Type of Event:</th>
<th>Exchange</th>
<th>Closed Event</th>
<th>Ticketed Event</th>
<th>Sober Event</th>
</tr>
</thead>
</table>

**Title/Theme of Event:**

**Date:**

**Event Start Time:**

**Sponsoring Organization(s):**

**Expected Attendance:**

**Event End Time:**

**Student Event Contact:**

**On-Campus Faculty/Staff Advisor:**

**Student Event Contact (if additional):**

**On-Campus Faculty/Staff Advisor (if additional):**

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### General Information

**I/ We agree to the following requirements:**

- All state, federal and local laws and University policies must be adhered to at all times. Registered fraternities and sororities must adhere to their Inter/National and LMU policies, rules and regulations.

- This document must be submitted to **your Division Representative** at least **two weeks** prior to the event.

- A list of sober monitors, including name, phone, email and age, must be submitted to **OCSL** the Monday before your event by 8AM.

- Campus club account must have a positive balance prior to the meeting.

- All contracts (venue, bus, DJ, etc.) have been signed by University Risk Manager (**contracts@lmu.edu**).

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### Venue Information

**I/ We agree to the following requirements:**

- Venue management must complete and timely submit the **LMU Off-Campus Event Rider**.

- **Event Venue:**

- **Venue Contact:**

- **Event Contact:**

- **Date Submitted:**

- **Attendance for the event may not exceed 500 individuals or the legal capacity of the venue, whichever is smaller. If the event is co-sponsored attendance may, subject to legal capacity limitations, increase to 700 individuals.**

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### Safety & Transportation

**I/ We agree to the following requirements:**

- Alcohol is prohibited on transportation and at the loading area. Sponsoring organization agrees to have sober monitors on the transportation to and from the site and at the loading area to ensure compliance.

- **A security meeting between the student organizer, sober monitors and the Public Safety Officer in charge will occur at least 15 minutes prior to the loading time at the loading location in order to discuss organization loading procedures and LMU loading and unloading expectations.** At this meeting sober monitors must check in with DPS by showing their OneCards/ID. Each bus must have a completed **Bus Attendance List** (see lmu.edu/o CSL). Sober monitors will assist DPS in ensuring each person in attendance signs the attendance sheet at presents their OneCard/ID before entering the bus.

- Intoxicated individuals may not attend the event and must be referred to the Department of Public Safety or the Resident Director on call by the sponsoring organization.

- A minimum ratio of 1:10 members shall refrain from use or ingestion of alcohol.

- **Total # Non-Alcohol Using Members:**

- **# Officers:**

- **Faculty/Staff members are required to oversee the loading process for all ticketed events.**

- **# Advisors:**

- **Social Hour Location:**

- **Social Hour time:**

- **Loading time(s):**

- **Drop-Off time(s):**

- **Loading and drop off locations will be mailed out by OCSL the week of the event.**

- **Transportation Company:**

- **Contact:**

  - Transportation Company must be from the approved Loyola Marymount University list.

- **Type of Bus/Limo (ex: yellow, charter, etc.):**

- **Number of buses/limos:**

- **Security Company** *(if applicable):*

- **Contact:**

  - Security companies must have a valid guard card, no sprays, and no firearms. Rights reserved for batons. Questions, please contact LMU Patrol Captain Anthony Kingaley.

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*I/We agree to submit the completed and signed LMU Off-Campus Event Rider prior to the event. I/We agree to submit relevant policies from our Inter/National organization if applicable. I/We agree to abide by the above requirements and understand that any violations may be referred to Judicial Affairs and may result in a loss of our privilege to host future events. I/We also understand that if sufficient notification of event is not given, the event may not be approved.

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**Student Event Contact (dual signature if co-sponsored):**

**Date**

**Student Event Contact (dual signature if co-sponsored):**

**Date**

**Organization Advisor (dual signature if co-sponsored):**

**Date**

**Organization Advisor (dual signature if co-sponsored):**

**Date**

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**Division Representative or designee:**

**Date**

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Greek: Alex Froehlich; Service Orgs: Tom King. Please also confirm division needs such as receipts to TK.