

Social Event Reservation Form

Name of Sponsoring Organization: _____

Name of Applicant: _____

Email address: _____

Phone: _____

Date Requested (see policy for list of available dates): _____

Time: 9pm-1am OR 10pm-2am
(check the one your organization prefers)

Location (see policy for locations available): _____

DJ Name (if applicable): _____

Band Name (if applicable): _____

I have received, read, and understand all of the rules and guidelines concerning late night social events. I understand it is my responsibility to share this information with my organization. I also understand that failure to follow guidelines and/or cooperate with FAU personnel may result in having the event closed early and/or loss of privileges for my organization to sponsor future late night social events. I also understand that approved late night social events are subject to rescheduling or cancellation if necessary.

Applicant Signature

Date

Advisor Signature

Date

Student Organization Specialist

Date

WORK SCHEDULE

FOR ORGANIZATIONS SPONSORING LATE NIGHT SOCIAL EVENT

Organization Name: _____

Organization Representative: _____

Email address: _____

Phone#: _____

(Please list below the names of workers for each time period)

WORK SCHEDULE

Responsibilities	9pm-10pm OR 10pm-11pm	10pm-11pm OR 11pm-12am	11pm-12am OR 12am-1am	12am-1am OR 1am -2am
FAU staff				
Check and collect ID's (ADVISOR)				
Collect Money (if applicable)				
Wristbands				

* This form must be returned to the Events Planning Office 48 hours prior to the event. Failure to return this form by this time may result in cancellation of the event. The event will not be rescheduled if cancelled due to organization negligence.

* One person cannot be assigned two (2) duties in the same hour.

* Organizations that fail to provide the above work force (minimum of four workers) are subject to one or more of the following penalties:

- Cancellation of dance
- Early closing of dance
- Losing future dance privileges

I have read, understand, and agree to abide by set guidelines for the use of The Student Union, conducting fundraisers, and sponsoring dances. I also understand the penalties for not following these guidelines.

Signature of Representative

Date

Advisor Signature

Date

Student Organization Specialist

Date