Residence Hall Room/Apartment Alcohol Related Event Registration

Name (please print): ___________________________ Hall/Room/Apt ________________

Day/Date of Event ___________________________ Event Beginning Time ________ a.m./p.m. Ending Time ________ a.m./p.m.

Description of Event _________________________________________________________________________________

1. Only the occupant(s) of a room/apartment may register an alcohol related event for that specific room/apartment.
2. All roommates/apartment mates must consent to the alcohol related event terms and conditions.
3. All room/apartment residents must be free of pending student conduct code violations, must be in compliance with any judicial sanctions or fines, and must not be on disciplinary probation in order for a request to host an alcohol related event in that respective room/apartment to be approved.
4. The individual(s) registering the alcohol related event must complete and submit this form to their respective area coordinator by 4:30 p.m. on the Wednesday prior to the event.
5. The individual(s) registering the alcohol related event must be of legal age.
6. Alcohol related events may only be registered on Friday or Saturday nights, may not last more than five hours, and must end no later than 12:00 am.
7. Individual rooms/apartments may schedule no more than 3 alcohol related events per semester.
8. Registered alcohol related events may not occur during exam periods or any other blackout dates during which significant all campus events are scheduled.
9. Alcohol related events may not be publically advertised.
10. Alcohol related events are open to invited guests only. A copy of the guest list must accompany this registration form.
11. The individual(s) registering the alcohol related event are responsible for allowing access of guests to the residence hall. Exterior residence hall doors shall at no time be propped open.
12. A copy of the guest list shall be maintained at the room/apartment entrance. All student attendees shall be identified as to age by their Roanoke College identification card. All non-student attendees shall be identified as to age by an official state-issued driver’s license or identification card. Those of age will be issued a wrist band. Only those of legal age (21 or over) may possess or consume alcohol.
13. Non-student minors (under the age of 18) are prohibited from attending the alcohol related event.
14. The number of persons in attendance should not exceed 10 for double rooms, 6 for single rooms, or 16 for apartment housing (Afton and Liz Halls).
15. Non-alcoholic beverages other than water (such as soda, fruit juice, iced tea) and food (such as chips, cheese, pretzels, or other snacks) must be prominently available and equally accessible for the duration of the alcohol related event. At least one alternate beverage should be non-water. Bottled water may be served in addition to other non-alcoholic beverages.
16. Plastic bottled or canned beer is the only alcoholic beverage permitted at alcohol related events. Glass containers and kegs are prohibited.
17. Alcoholic beverages may not be sold at the alcohol related event, nor shall admission be charged.
18. No one shall leave the room/apartment with cups or other open or visible alcoholic beverage containers.
19. Noticeably intoxicated persons shall not be allowed entry and any noticeably intoxicated individuals at the alcohol related event will be required to leave.
20. All trash shall be removed from the party location and adjoining areas immediately following the alcohol related event. Students are encouraged to recycle all plastic and aluminum bottles.
21. The alcohol related event must remain in the room/apartment with the door closed.
22. College officials reserve the right to enter or revoke the alcohol related event at any time if deemed necessary.
23. Failure to comply with these policies will result in appropriate action up to and including the loss of privilege to sponsor future alcohol related events on campus.

I/We understand and agree that I/we am/are responsible for insuring that the terms and conditions listed above are followed. I/We also understand and agree to be present for the duration of the event and to assume full responsibility for all Roanoke College policies and state, federal and local laws.

Resident ___________________________ Printed name ___________________________ Signature ___________________________ phone _____________

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Resident ___________________________ Printed name ___________________________ Signature ___________________________ phone _____________

AC approval ___________________________ Printed name ___________________________ Signature ___________________________ date _____________

A copy of this completed form should be submitted to your respective area coordinator.