

Student Event Risk Management Form

****Return to Student Activities, Residential & Greek Life, or Service-Learning/Community Action two weeks prior to the event****

**Special rules apply to fraternity events and are included on the risk management web site.

**Hard liquor and drinking games are prohibited.

**Ample free alcohol alternatives and non-salty food are required for the duration of the event.

How will the alcohol be provided?

BYOB Check-In Third-Party Vendor Organizationally Purchased

Who will be allowed into the event (i.e. all Westminster students)?

What procedures will be used to ensure uninvited guests are not admitted?

Please describe procedures used to ensure minors or inebriated people are not served.

What are the event start/end times? _____

Food

If you are serving food, please request a bid from Fresh Ideas in addition to other bids you request. Please consider that some of your participants may be vegetarians or have dietary restrictions such as food allergies. Keep in mind that food can be a source of contamination.

Insurance

Students must have their own medical insurance and students are not covered by the college's insurance.

Potentially Dangerous Activities

Are there any potentially dangerous activities will occur at the event?

Yes No

If yes, please describe the activity and safeguards used to protect participants:

Waivers and Informed Consent

Will you be using the General Liability Release Form (available on the risk management web site) or some other release form? Yes No

****If yes, the forms should be given to the Business Office within 48 hours of the event.**