

WASHINGTON & LEE SCHOOL OF LAW EVENT APPROVAL FORM

PRIOR TO COMPLETING THIS FORM, REVIEW EVENT PLANNING POLICIES, AND ALCOHOL & CATERING POLICIES ONLINE. <http://law2.wlu.edu/students/page.asp?pageid=741>

NOTE: If an event, other than organization membership/leadership meetings which do not require prior approval, has NOT been approved in advance, it will not be considered an official event and expenses may not be reimbursed. The purpose of this form is to avoid scheduling conflicts, to facilitate co-sponsorship opportunities and to provide the law school's administration with advance notice of events and speakers coming to campus.

PART I (SPONSORING ORGANIZATION INFORMATION)

Name of Host/Organization(s):
Contact's Name:
Position within Organization:
Contact's Email/Phone No.:

PART II (EVENT INFORMATION)

Event Title:		
Proposed Date:	Start Time:	End Time:
Location <i>(Include whether virtual or in-person. If event is to take place either off-campus or on UG campus, complete Part V or VI):</i>		
Event Description: <small>*Include safety protocols on separate document</small>		
Name(s) of Potential Speakers <i>(if applicable):</i>		
Targeted Audience <i>(circle all that apply):</i>		
Organization membership	<input type="checkbox"/> Law School	<input type="checkbox"/> University
	<input type="checkbox"/> General community	<input type="checkbox"/> Other
Number of Expected Attendees:		

PART III (FOOD/ALCOHOL INFORMATION)

Do you plan to serve food?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If so, will University Catering* be used?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will alcohol be served?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If so, will University Catering* be used?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
* If food and/or alcohol will be served, refer to the Washington and Lee University School of Law Alcohol & Catering policies at http://law.wlu.edu/students/page.asp?pageid=93 . Restrictions apply. Catering unavailable during Fall 2020.		
Name/Phone No. of Sober drivers: *due at least one week prior to the event		
1)	2)	
Name/Phone No. of Student Rep not consuming alcohol at event:		
1)	2)	
Arrangements made with Public Safety for security officer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PART IV (SBA APPROVAL)

Budget submitted to SBA/event approved by SBA President. (Approval is **REQUIRED** in order to add event to SBA calendar & process reimbursements. Any changes to budget must be pre-approved.)

SBA PRESIDENT: _____ DATE: _____

Complete Part V or VI only if event will be held on the undergraduate campus OR off-campus

PART V (EVENT TO BE HELD ON UNDERGRADUATE CAMPUS)

1. For all events being held on the Undergraduate campus, you must complete this form AND the appropriate Event Registration Form found at this link: <https://my.wlu.edu/student-life/student-activities/event-planning>. **BOTH** forms must be signed by Maria Saez Tatman, Associate Dean for Law Student Affairs, **PRIOR** to submitting to Lynn Fitch, Manager of Student Affairs Operations. Please note that the event is NOT registered until all necessary signatures have been acquired.

PART VI (EVENT TO BE HELD OFF-CAMPUS)

Event Location Address:

Event Host/Licensed 3rd Party Vendor (if alcohol is to be served):

Police Permit Obtained (if applicable)

YES

NO

Terms and Conditions of Registration and Agreement:

The organization shall be fully and solely responsible for any and all damages, injuries, costs (including reasonable attorneys' fees) that may arise as a result of the use of the W&L facility; and shall be responsible for clean-up of the facility immediately after the event unless a prior clean up agreement with the Facilities Management Department has been arranged. The organization shall comply fully with all applicable, federal, state and local laws, all applicable Washington and Lee University policies and procedures, as well as any applicable Washington and Lee University School of Law policies, procedures or protocols during any and all activities related to its use of the facility and the event.

By signing below, the undersigned represents that he/she understands the terms of this agreement and shall be bound thereby, and if signing on behalf of an organization, that the undersigned has full authority from it to enter into this agreement.

I have read and understand the Event Planning Policies, the Alcohol & Catering policies, and the Student Handbook.

SIGNATURE: ORGANIZATION REPRESENTATIVE/TITLE

DATE

RETURN COMPLETED FORM (WITH APPROPRIATE SIGNATURES) TO:

Maria Saez Tatman
Associate Dean, Law Student
Affairs 417 Sydney Lewis Hall
msaeztatman@wlu.edu

EVENT APPROVED:

Maria Saez Tatman, Associate Dean, Law Student Affairs DATE