

# MIT Policy: Event Registration for events in Residence Halls

Event registration is a process that helps ensure safe and successful events or programs. The information acquired is necessary to inform appropriate offices about the event.

For events in residence halls, only the following events must be registered:

- Any event open to non-residents where the attendance will exceed 100 people
- Any event closed to non-residents where the attendance will exceed 250 people
- **All** events at which alcohol will be present.

Registration forms must be completed at least five (5) business days prior to the event date to ensure that Campus Police and licensing can be processed/arranged with enough lead-time.

Registration is **not** necessary for events open to non-residents where attendance will be below 100 or for events open only to residents where attendance will not exceed 250, although in some cases space must be reserved in advance.

## Event Registration Process in detail

**Step 1: Event Details:** This step is where the general information about the event is written out (attendance, date and time, location, if admission is being charged, if alcohol is being served, if there will be entertainment, etc.). This section is to be completed by the Event Host - this is the individual who is responsible for the event and who will be present for its duration. If alcohol will be served, then the Event Host MUST be 21 or older.

**Step 2: Space Confirmation:** This step is to be completed with the House Manager or RLA to ensure the space is "reservable" and appropriate for the kind of event/program described, and is available.

**Step 3: Alcohol Approval:** In order to serve alcohol at an event, a student group must obtain permission from a staff member from Student Life Programs (an RLA, Katie O'Dair, or staff from the Student Activities Office.) To begin the process, the event host must complete an "Alcohol Proposal Form," attach it to an Event Reg Form, and submit it to SLP. It is suggested that the student meet with a member of the SLP staff to discuss alcohol protocols prior to submitting a proposal. (Note: student organization/residence hall funds may not go towards the purchase of alcohol.)

**Step 4: Event Review and Approval:** This step is to be completed by the Student Life Programs staff (an RLA, Katie O'Dair, or staff from the Student Activities Office.)

**Step 5: Assignment of Campus Police Details:** This step is to be completed by Campus Police. Events must be reviewed (W31) to evaluate the need for police details and related security requirements.

**Step 6: City of Cambridge Licenses** (liquor license, carnival license, raffle license, etc.) This step is to be completed by City of Cambridge staff. Licenses may be obtained at 831 Mass. Ave. and must be posted at the event location. The staff member who signs off on Step 4 will indicate required licenses for the event.

**Step 7: Bring Completed Form and Copies of City Licenses to W20-549.** The event host should return copies of the completed Event Registration Form, as well as signed contracts and copies of licenses, to W20-549.

Wednesday, February 19, 2003