

GUIDELINES FOR EVENT REGISTRATION FOR EVENTS SPONSORED BY MIT STUDENTS OR STUDENT GROUPS

For more information regarding event registration and other event policies and procedures, please consult the Guidebook to Planning Events @ MIT at <http://web.mit.edu/campus-activities/guidebook> or contact the Campus Activities Complex (CAC) or Student Life Programs (SLP).

What Institute Events must be Registered?

1. ALL events, whether on or off campus, **where alcohol will be served.**
2. ALL on-campus events **where money will be collected** during the course of the event.
3. For on-campus events in facilities other than residence halls, all **non-academic/non-educational on-campus events where the attendance will exceed 100 people.**
4. For events in residence halls, any event **open to non-residents where the attendance will exceed 100 people** OR any event **closed to non-residents where the attendance will exceed 250 people.**
5. Other events when required by appropriate campus departments or under special circumstances.

THE 7 STEPS OF EVENT REGISTRATION

To register your event, please complete the attached "Event Registration Form." *Event registration must be completed at least 5 working days prior to the event.* To assist you, additional information regarding each step is provided below:

STEP 1: The *Sponsor* MUST be an MIT student or student group. The *Event Host* is the individual from the *Sponsor* who is responsible for the event. If alcohol will be served at the event, then the Event Host MUST be 21 or older.

STEP 2: All on-campus events must confirm that the location of the event has been reserved through the appropriate scheduling office or individual. For events in Residence Halls, the House Manager must confirm the space.

STEP 3: In order to serve alcohol at an event, the event host must obtain permission from the Dean for Student Life and/or his/her designee. To begin the approval process, the event host must complete an "Alcohol Proposal Form," attach it to an "Event Registration Form" and submit it to SLP. It is suggested that the event host meet with a member of the SLP staff to discuss alcohol protocols prior to submitting a proposal.

STEP 4: Events must be reviewed and approved by the appropriate SLP staff person:
-Register at Student Life Programs (SLP), W20-549, 253-6777, if your event is being held in CAC or Classroom space. If your event is being held in a residence hall please see the SLP staff in W20-549 or W51-040

STEP 5: Events must also be reviewed by Campus Police (W31, 253-1212) to evaluate the need for police details and related security requirements. CP reviews event registrations from 8 AM-4 PM Monday through Friday. Questions will also be asked to clarify any needs your event may have regarding parking or other transportation issues. As appropriate, groups will be referred to the Parking and Transportation Office (E32-105, 258-6510).

STEP 6: Licenses may be obtained at 831 Mass. Ave., Cambridge (building to left of City Hall) and must be posted at the event location. The appropriate office from Step 4 will indicate required licenses for your event.
- An Entertainment License costs \$40 and is required if the event meets ALL of the following three criteria:
1) is open to non-MIT attendance; 2) will have entertainment rather than academic learning as its main purpose; AND 3) will include an admission fee or mandatory donation
- A Liquor License is required for ALL events where a cash bar is present. If there is an admission charge at the door of your event, alcohol, if available, may only be dispensed from a cash bar. For events under 100 people, the license cost \$35 for Wine & Malt/\$55 for All Alcohol. For events of 100 people or more, the cost is \$55 for Wine & Malt/\$100 for All Alcohol.

STEP 7: The completed copies of the "Event Registration Form," as well as signed contracts and copies of licenses, must be returned to the appropriate registration office (see step 4).

ANY EVENT THAT HAS NOT MET THE ABOVE REQUIREMENTS ON TIME WILL NOT BE APPROVED

MIT EVENT REGISTRATION FORM
EVENTS HOSTED BY STUDENTS OR STUDENT GROUPS

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Step 1: Event Details (to be completed by event host)

Date of Event: M T W R F Sa Su ____ / ____ / ____ Time: ____ to ____ (1 AM limit)

Title of Event: _____

Location of Event: Building(s) _____ Room(s) _____

Sponsoring Student Group: _____ Advisor: _____

Co-sponsor(s): _____ MIT Affiliated? Y () N ()

Name of Event Host (must be affiliated with Sponsor): _____ Student Faculty Staff (circle one)

MIT Address: _____ E-mail: _____ Phone: _____ Age: ____

Will there be entertainment? Y () N () Please Describe: _____

Are there any contracts? Y () N () Contracts must be signed by authorized MIT officials (please check with RLSLP or CAC for details)

Anticipated Attendance: # MIT Students ____ + # MIT Faculty/Staff ____ + # Non-MIT ____ = Total # ____

Charging Admission? Pre-Sold ONLY () No Charge () At Door () Price: _____

Alcohol? Y () N () Cash Bar? Y () N () Name of Caterer/Bartending Service: _____

Amount & Type of Alcohol: ____ Bottles of Beer; ____ Cases of Beer; ____ Bottles of Wine; Other _____

Amount & Type of Non-Alcoholic Beverages and Food: _____

"By signing below, I accept the responsibility of being the Event Host with the understanding that I am therefore responsible for the actions of the guests at this function and that I must be present throughout the event."

Signature of Event Host: _____ Date: ____ / ____ / ____

Note: If Alcohol is being served, then the Event Host MUST also read and sign the "Alcohol Guidelines Form."

Step 2: Space Confirmation (to be completed by appropriate scheduling office)

Confirmed by: _____ Phone: _____ Date: ____ / ____ / ____

Step 3: Alcohol Approval (to be completed by appropriate SLP staff)

Approved by: _____ Date: ____ / ____ / ____

Note: To obtain approval to serve alcohol, event host MUST first complete an "Alcohol Proposal Form." When completed, the proposal should be attached to this form and submitted to SLP.

Step 4: Event Review and Approval (to be completed by appropriate SLP staff)

Reviewed and approved by: _____ Date: ____ / ____ / ____

Step 5: Assignment of Campus Police Details (to be completed by Campus Police)

Signature: _____ # Police Details Assigned: _____ Metal Detector? Y () N ()

Amount \$ _____ Payment: Cash () Account # _____ Check # _____ Parking Reviewed? ()

Step 6: City of Cambridge Licenses (to be completed by City of Cambridge staff)

License(s) Required? Liquor: Y () N () Entertainment: Y () N () Raffle: Y () N () Other: _____

Cambridge License Staff Signature: _____ Date: ____ / ____ / ____

Step 7: Bring Completed Form and Copies of City Licenses to Appropriate Office (see Step 4)

SLP - White Copy

Campus Police - Yellow Copy

Scheduler - Pink Copy

Event Host - Gold Copy