# Off-Campus Event Registration Form

<table>
<thead>
<tr>
<th>Name of Organization:</th>
<th>_____________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Responsible for Event:</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>Office held in Organization:</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>Contact Person Phone:</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>Date of Event:</td>
<td>(Must be registered at least 2 weeks in advance)</td>
</tr>
<tr>
<td>Time of Event: Begin:</td>
<td>End:</td>
</tr>
<tr>
<td>Address of Event:</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>Type of Establishment:</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>Contact Phone during Event:</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>Total Number Attending Event:</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>Theme of Event:</td>
<td>_____________________________________________</td>
</tr>
</tbody>
</table>

## Special Arrangements

(To be completed upon consultation with Matador Involvement Center Staff)

**Type of Security Arranged (Check one):**
- ☐ Licensed Agency
- ☐ Off-Duty Peace Officer
- ☐ Other

**Name of Security Arranged:** _____________________________________________
**Security Phone Number:** _____________________________________________
**Member Responsible for Security:** _____________________________________________
**Member Responsible for clean up:** _____________________________________________
**Type of Entertainment Provided:** (Disc Jockey, Band, Radio, Microphones, etc.)

Please check all that apply:
- ☐ The following alternative non-alcoholic beverages will be provided to guests____________________________
- ☐ The following non-salty foods will be provided to guests____________________________________________
- ☐ The following system will be used to identify those of legal age to consume alcohol______________________
- ☐ A prearranged guest list will only be used for entrance into the event________________________________
- ☐ All security officers will be easily distinguished from other guests during the event by____________________
- ☐ A copy of all contracts that have been made with outside corporations/organizations is attached_________
- ☐ Neighbors will be notified of event at least 96 hours in advance (attach notice w/neighbor list)___________
- ☐ All flyers/promotional materials advertising this event have been reviewed by Office of Student Development (attach flyer and/or other materials)_____________
- ☐ Buses have been contracted for transportation to and from the event____________________________________

“I have read the University Policy on Event Registration Procedures, the CSUN Greek Guidelines, and my (Inter)National Risk Management Policies and agree to accept responsibility for compliance with all referenced policies.”

Submitted by: Organization President: _____________________________________________ Date: ____________
**Person Responsible for Event:** _____________________________________________ Date: ____________

*Signatures below signify consultation of proper risk management procedures and event management and do not signify approval of event.*

Reviewed by: Matador Involvement Center Staff: _____________________________________________ Date: ____________

Comments:

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**White:** Office of Student Development  
**Canary:** Public Safety  
**Pink:** Requestor