

**SOUTHEAST MISSOURI STATE UNIVERSITY
STUDENT ORGANIZATION EVENING
SOCIAL FUNCTION AGREEMENT**

EVENT TITLE: _____
Date of event: _____ Location: _____
Event start time: _____ Event end time: _____
Estimated attendance: _____ Admission amount: _____
Administration fee: _____ Student Rec. Center deposit: _____

NAME OF SPONSORING ORGANIZATION _____
NAME OF PRIMART CONTACT (MUST BE AN ORGANIZATION OFFICER):

Local address: _____
Phone: _____ Southeast ID#: _____

NAME OF ADVISOR WHO WILL BE PRESENT THROUGHOUT THE EVENT:

Campus phone: _____ Home phone: _____

Name & Southeast ID# of at least eight (8) student security volunteers:

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
-
-

“I have read and understand the information points of the agreement on the reverse side of this form and the ‘Policies and Procedures for Student Organization Evening Social Functions.’ I know that if I need a new copy of these policies I can pick up a copy in the University Center Administrative Office or Student Recreation Center Office. I further understand that my organization is responsible for ensuring that these policies are followed and that failure to follow these policies may result in the closing of the event. My organization will be held responsible for any and all damages to the facility or equipment arising as a result of this event.”

Signature of primary contact: _____ **Date:** _____

“I understand that I am responsible for holding the student organization accountable for this agreement and working with the facility manager and University Police for the enforcement of all applicable policies. I will be in attendance for the entire event including the pre-event briefing and until all guests have departed.”

Signature of advisor: _____ **Date:** _____

READ REVERSE
SOUTHEAST MISSOURI STATE UNIVERSITY
STUDENT ORGANIZATION
EVENING SOCIAL FUNCTION
AGREEMENT

IMPORTANT POINTS OF INFORMATION

Note: This is only a partial list of important points gleaned from the “Policies and Procedures for Student Organization Evening Social Functions.” If you would like to see the detailed policy, a copy is available for you in the University Center Administrative Office or the Student Recreation Center office. You are responsible for knowing all applicable policies.

- Facilities must be reserved at least three (3) weeks in advance.
- Agreement forms must be submitted by two weeks prior to the weekend in which you wish to sponsor an event.
- A fee will be charged to all late night function sponsors. For events in the UC the fee is \$35.00 and in the Recreation Center the fee is \$50.00. Additional charges may apply for staff overtime costs or damages.
- Your advisor (Southeast faculty or staff member) must sign this form and be present throughout the event.
- At least eight (8) students must serve as “student security” and wear visible security vests, provided by the University, throughout the event. Additionally, one University police officer is required for each event, a second officer may be required by DPS. If there is an admission fee/donation at the door. The student group will be assessed DPS charges.
- Facility managers have the authority to close an event and will make this decision in consultation with the “advisor”, sponsoring organization “primary contact” and the University Police.
- Southeast students must present a University I.D. upon entrance. Each guest and the sponsoring student must sign a guest list.
- All events must end by 1:30 a.m., unless otherwise arranged in advance.
- All other city, university and/or state codes and policies must be followed.

H:documents and original forms