



Evergreen Hall/Cougar Village Event with Alcohol Application

The attached form is to be used for any event inside an apartment/suite in Evergreen Hall or Cougar Village that has alcohol. All events with alcohol must be registered to avoid disciplinary action.

To properly host an event with alcohol, one must:

- Complete the “Event with Alcohol Application.” Completion of this form does NOT guarantee approval for the event.
- The “Event with Alcohol Application” must be signed by all residents living in the apartment/suite.
- The application must be returned to the Cougar Village Commons or Evergreen Hall Office at least three business days before the event.
- The application will be forwarded to the Community/Hall Director who will approve or deny the event based on regulations stated in the University Housing Living Guide. The Community/Hall Director will notify the host of the status of the application 24 hours before the event.
- If this is the first time a student is hosting an event with alcoholic beverages, they are required to meet with the Hall/Community Director to discuss the expectations and regulations of hosting an event with alcohol.

Regulations for Registered Events with Alcohol Beverages at Cougar Village or Evergreen hall:

- Registered events with alcoholic beverages are required to end by 1:30 a.m.
- Registered events with alcohol beverages must adhere to occupancy limits. In Cougar Village, the limit is no more than 20 people for a first floor apartment and no more than 11 people for a second floor apartment. In Evergreen Hall, the limit is four times the normal occupancy of the unit (ex. in a four person apartment the limit would be 16 individuals).
- Events with alcohol beverages are prohibited in Cougar Village and Evergreen Hall the entire week of final exams.
- Registered events must adhere to the quiet hour/noise policy and keep noise to a minimal level. An apartment/suite will receive one warning. If found in violation of the quiet hour/noise policy a second time all non-residents will be asked to leave.
- Parties must remain inside the apartment/suite. If individuals are found drinking outside the apartment all non-residents of the apartment will be asked to leave.
- Advertising of an event with alcohol is strictly prohibited.
- Residents may not charge an admittance fee for entry to the event.
- Containers holding more than one gallon of alcoholic beverages, drinking games, or devices promoting the rapid consumption of alcohol (i.e., funnels, beer pong table, bong, etc...) are prohibited.
- Kegs are strictly prohibited and will result in termination of residency.
- Progressive alcohol parties (i.e., apartment/suite to apartment/suite) are prohibited.
- The host must agree to satisfy the responsibilities of host listed in the Responsibilities of the Host section of the University Living Guide (page 10).

Failure to comply with the policies outlined in the University Housing Living Guide will result in disciplinary action and a loss of hosting privileges.

Proposed date of event _____

Beginning time _____ Ending time _____

Location of event (building/apartment/suite number) _____

Estimated attendance _____

By signing below the host(s) agrees to satisfy all responsibilities of the hosts listed in the Responsibilities of Host section of the University Living Guide (page 10). Responsibilities include, but are not limited to: remaining alcohol and drug free through out the entire event, ensuring that only those students who are 21 or older possess/consume alcohol, providing non-alcohol beverages (other than water) and food, and taking responsibility for the conduct of all guest during the event.

Host Name _____ Host Signature _____

Host Name _____ Host Signature _____

All occupants of the living unit must sign below to indicate their awareness that an event with alcohol is occurring and to take full responsibility for the even and those in attendance.

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Failure to comply with any of these polices or failure to be responsible for your guests will result in your hosting privileges being revoked and disciplinary actions.

FOR OFFICE USE ONLY

Comments:

Approved Denied Signature _____ Date _____

RAs on duty notified of event?

Pro-staff on duty notified of event?

SIUPD notified of event?