FUNCTION RESPONSIBILITY FORM

This form must be submitted to your Area Coordinator no later than 48 hours before a function. Advanced planning is encouraged. Approval for the form is not guaranteed by submission. It is your responsibility to ensure your function has been approved.

ORGANIZER INFORMATION: Must Remain Sober

Name of Organizer (1): __________________________ Building/Room: __________________________

Email Address: __________________________ Phone Number: __________________________
(By listing your e-mail, you are committing to checking it 24 hours before function)

Name of Organizer (2): __________________________ Building/Room: __________________________

Email Address: __________________________ Phone Number: __________________________
(By listing your e-mail, you are committing to checking it 24 hours before function)

EVENT INFORMATION:

Building/Room # of Function: ______________ Date of Function: ______________ Alcohol at Event? ☐ Yes ☐ No

Briefly Describe Event:

By signing this form you are assuming responsibility for the following:

1. You, as coordinator, refrain from consuming Alcohol.
2. You will be in attendance at the function at all times and must live in the townhouse or floor where the party is being hosted.
3. Should a situation arise, you will cooperate with all University staff and assist in shutting down your function if asked to do so.
4. You are responsible for the actions of those who attend. If others arrive that are not invited, the host must ask them to leave and or report to them to the Residence Life Staff.
5. No function shall be advertised without the permission of the Area Coordinator.
6. Any mess created by the function is removed within 24 hours.
7. Functions will not exceed the following sizes:
   a. For Townhouse: 40 people
   b. For McTaggart-Cowan Lounge: 25
   c. For Shell Floor Lounge 15
   d. Towers common spaces cannot be reserved for functions
8. The Function will be terminated in time to ensure compliance with quiet hours.
9. You have reviewed your contract sections 3.02 to 3.028 regarding alcohol and events.
10. Failure to observe any of the above guidelines, or comply with residence life staff during your function will result in action pursued through the Community Standards process and possible termination of your license agreements.
11. Note that while common areas can be used for Functions, they cannot restrict students who are not specifically attending your function from using the common space.
STATEMENT OF RESPONSIBILITY

By signing this form, you indicate you have reviewed your contract, sections 3.02 to 3.028 regarding alcohol and events, as well as the information contained on this form, and agree to them all.

______________________________        Date:   ____________________   Student ID #:  ______________________
Signature of Organizer #1

______________________________        Date:   ____________________   Student ID #:  ______________________
Signature of Organizer #2

If function is in a Townhouse, signed approval from housemates is REQUIRED.

______________________________        Date:   ____________________   Student ID ____________________

______________________________        Date:   ____________________   Student ID ____________________

______________________________        Date:   ____________________   Student ID ____________________

For Office Use:

___________________________________________________________________________________________________

Residence Life Coordinator

______________________________        Date:   ____________________
Signature of Approval