

## Student Event Risk Management Form

**\*\*Return to Student Activities, Residential & Greek Life, or Service-Learning/Community Action two weeks prior to the event\*\***

Group Name \_\_\_\_\_

Event Title \_\_\_\_\_

Event Date and Time \_\_\_\_\_

Contact Person (name and phone) \_\_\_\_\_

### **Off-Campus Trips (Complete only if leaving campus)**

What is your destination? \_\_\_\_\_

What are your departure and return dates and times? \_\_\_\_\_

What type of vehicles will be used?

\_\_\_\_ Rented (including chauffeured buses)<sup>1</sup>    \_\_\_\_ College-Owned<sup>1</sup>    \_\_\_\_ Private Cars<sup>2</sup>

(1) Rented or College-Owned vehicles must be driven by drivers approved by Plant Operations.

(2) Attendees must sign a "Private Vehicle Transportation Release Form" available at the risk management web site.

**\*\*A complete and accurate list of attendees and at least two contact numbers (cell phones) must be handed in to campus security (642-1122) prior to departure. A form for this purpose is available at the risk management web site.**

**\*\*In case of an off-campus emergency, call campus security at 573-642-1122.**

### **Guests and Minors (Complete if non-Westminster community members will be involved)**

What groups of non-Westminster students will be involved (i.e. WWU students)?  
\_\_\_\_\_

Will the event involve non-Westminster students who are minors (under 18 years of age)?    \_\_\_\_ Yes<sup>1</sup>    \_\_\_\_ No

(1) Prior approval from the Dean of Student Life is required 2 weeks ahead of the event. Parent/Guardian permission slips are also likely required.

### **Alcohol (Complete if the event will involve alcohol)**

**\*\*Event organizers are responsible for assuring that all Missouri state laws and campus policies (listed in the Student Handbook) are followed.**

\*\*Special rules apply to fraternity events and are included on the risk management web site.

\*\*Hard liquor and drinking games are prohibited.

\*\*Ample free alcohol alternatives and non-salty food are required for the duration of the event.

How will the alcohol be provided?

BYOB Check-In  Third-Party Vendor  Organizationally Purchased

Who will be allowed into the event (i.e. all Westminster students)?

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What procedures will be used to ensure uninvited guests are not admitted?

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Please describe procedures used to ensure minors or inebriated people are not served.

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What are the event start/end times? \_\_\_\_\_

### **Food**

If you are serving food, please request a bid from Fresh Ideas in addition to other bids you request. Please consider that some of your participants may be vegetarians or have dietary restrictions such as food allergies. Keep in mind that food can be a source of contamination.

### **Insurance**

Students must have their own medical insurance and students are not covered by the college's insurance.

### **Potentially Dangerous Activities**

Are there any potentially dangerous activities will occur at the event?

Yes  No

If yes, please describe the activity and safeguards used to protect participants:

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### **Waivers and Informed Consent**

Will you be using the General Liability Release Form (available on the risk management web site) or some other release form?  Yes  No

**\*\*If yes, the forms should be given to the Business Office within 48 hours of the event.**