

Student Event Registration Forms are **ONLY** approved by **Andrew Loblance** during the following times:
Monday & Wednesday 3:30pm -5pm
Or By Appointment, call 609-896-5327



RIDER
UNIVERSITY

Student Event Registration Form

Please refer to Student Program Event Management Policy

Instructions: Please Read Carefully – Complete the following form in the order presented. This form must be returned to the Scheduling Office one week prior to your event. Failure to do so will result in the cancellation of your event. No publicity may be disseminated with the completion of this form.

The event shall not exceed _____ Rider Students as agreed by the Rider University Department of Public Safety and/or the Office of Campus Life, and the sponsoring group. Failure of a group to adhere to the attendance numbers listed above or the event management policy will be subject to loss of room reservation privileges.

Sponsoring Group _____

Event Title _____

Program Description _____

Event Time: From _____ To _____ Date of Program: _____ Location: _____

How many non Rider University guests are expected? _____

Student Responsible for Event:

Print Name: _____ Signature _____ Phone # _____ Email: _____

Does your group have a copy of the “Student Program Event Management Policy”? Yes ___ No ___
(If “No” Please obtain a copy from the Coordinator of Student Programs, X 7128)

Group Advisor _____

Signature _____ Date _____ Phone # _____

Will the advisor be present for the duration of the event? Yes ___ No ___ (check one)

IF EVENT ATTENDANCE IS OVER 100 PEOPLE OR IF THE EVENT HAS NON RIDER ATTENDEES THE ADVISOR IS REQUIRED TO ATTEND

(Once the front of this form is complete please meet with Andrew Loblance)

Coordinator of Student Programs _____ Date _____
(Andrew LoBrace, x7128 – BLC Student Affairs Suite)

Online Form Completed _____

FOR NON-PASSIVE EVENTS ONLY

Event Classification – Level 1 _____ Level 2 _____ Level 3 _____ Level 4 _____

Other _____

Signature _____

Christina Gonzalez-Aguirre (Auxiliary Services, 2nd floor of the SRC, x7709)

Signature _____

Public Safety (Michael Yeh, x5724 – West House)

Print Name _____ Signature _____ Date: _____

Final Approval (Coordinator of Student Programs, Andrew Loblance)

Signature _____ Date _____

Special Notes _____

A COPY OF THIS COMPLETED FORM IS NEEDED TO APPROVE PUBLICITY FLYERS THROUGH THE OFFICE OF CAMPUS LIFE

TO BE COMPLETED BY THE OFFICE OF CAMPUS LIFE

Program Reminders

_____ **Advisor Presence Required**

_____ **LTPD Required**

_____ **Rider Public Safety Required**

_____ **Guests Authorized**

_____ **Guest list must be submitted to the Office of Campus Life. In addition a guest sign in list must be present at the entrance to the event and present that list to the Office of Campus Life the following business day.**

_____ **Ticket Sales authorized (If yes – you must contact the Ticket Booth Clerk at X 7770)**

Classification: (To Be Completed by Andrew Loblance)			
___	Religious Entertainment	___	Greek/Informational
___	Religious Social	___	Greek/Educational
___	Entertainment	___	Greek/Entertainment
___	Informational	___	Greek/Social
___	Recreational	___	Greek/Recreational
___	Social	___	Greek/Service
___	Service		
___	Educational		
___	Greek/Informational		

PLEASE BE SURE TO COMPLETE BOTH SIDES OF THIS FORM