



Permission for such functions must be obtained in advance, and any university policies regarding the scheduling and use of public areas shall be adhered to.

- C. Alcoholic Beverages will be permitted only at functions sponsored by registered student organizations, University schools, colleges or departments, or University organizations. Admission to any on-campus University sponsored event where alcohol is served is limited to members of the University community and their bona fide guests.
- D. The sponsoring organization will assume all responsibility and liability for serving alcoholic beverages, behavior of attendees, housekeeping, and damage to property. Servers may be paid and may not serve to anyone who is under age or appears to be intoxicated.
- E. Persons who are noticeably intoxicated will not be admitted to the functions, or if they become intoxicated at the function, they will not be served and will be asked to leave.
- F. Alcoholic beverages will be served only in the area(s) reserved. Food and non-alcoholic drinks must be available in suitable quantities.
- G. Alcoholic beverages will not be dispensed for a reasonable (30 minutes) time prior to the end of the event.

- 3. A member of the faculty or staff acting as advisor to the organization, or his/her designee, must be present for the entire event when alcoholic beverages are served. A designee must be 21 years of age or older. Damage, if any, must be reported to the appropriate authority for action, if necessary.

NAME \_\_\_\_\_ PHONE #: \_\_\_\_\_

**I UNDERSTAND AND ACCEPT THE POLICIES PERTAINING TO THIS RESERVATION.**

SIGNATURE \_\_\_\_\_

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### **ADVISORS TO STUDENT ORGANIZATIONS**

To be recognized by East Carolina University, a student organization must have an advisor who is a regular full-time member of either the faculty or the staff or otherwise affiliated with the East Carolina University community. The role of the advisor is detailed in the East Carolina University Advisor Handbook that is published by the Student Leadership Development Office.

Advisors are not responsible for the actions or policies of student organizations. Students are solely responsible, but advisors or designees must be present at an event where alcoholic beverages are served. Advisors are not responsible for forcing compliance with the law unless they voluntarily assume such responsibility.

ADVISOR'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**If a designee is to be present, please provide the following information for the designee:**

DESIGNEE'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

SIGNATURE \_\_\_\_\_