

# Amherst College Event Notification Form

All events must be registered within 5 business days of the date of the proposed event.  
All events that have food must comply with the College's Catering and Take-Out Policy.

Please note: This form is to be filled out for programs/activities which require use of Amherst College grounds and facilities, yet does not fall under the classification of a "party". If you are not sure as to what category your event falls under, please consult with the staff in the Student Activities Office in rooms 112, 114, 116 in the Campus Center.

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Organization and/or Person(s) Sponsoring the Event: \_\_\_\_\_

Primary Contact Name, Phone and Email: \_\_\_\_\_

Description of Event:

Will there be food at the event? Circle yes or no

If yes, the food service must comply with the College's Catering and Take-Out Policy and be approved in advance by the Director of Student Activities.

If yes, type and quantity: \_\_\_\_\_

Will there be alcohol at the event? Circle yes or no

If yes, type and quantity: \_\_\_\_\_

Will there be a charge/donation to enter? Circle yes or no

By signing below, I/we agree to abide by all rules and regulations as set by Amherst College for conduct and use of facilities. I further acknowledge that I/we understand our responsibility to arrange for clean-up and for restoring the contents of the facility to their appropriate locations. I/we further agree to check for and report any damage that results from this event to the appropriate person who authorized use of the space and/or event.

Required signatures:

1. Responsible Individual(s)

2. Authorized Representative of Amherst College

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Please forward the completed form to the Assistant Dean of Students & Director of Keefe Campus Center/Student Activities in room 116 Campus Center or to Box 1908.