

OFFICE OF STUDENT LIFE AND DEVELOPMENT
ORGANIZATION OFF -CAMPUS NOTIFICATION FORM

Name of Organization _____

Name of Activity: _____

Date of Activity: _____ Time _____ until _____

Location _____

Purpose: _____

Procedure _____

In Accordance with University Policy:

1. All off -campus events must be registered with the office of Student Life and Development, the Vice President for Student Affairs, and the Department of Public Safety.
2. The sponsoring organization **MUST have an advisor** in attendance from the beginning of the event, until it ends and provide **professional security personnel or police protection for the event**. If this out-of-town travel, the **PRIMARY ADVISOR** must make travel arrangements and accompany students during the travel.
3. Occupancy **MUST NOT** exceed the posted capacity of the facility as determined by local fire and safety codes
4. **The use of alcohol and drugs are prohibited at the event and intoxicated persons should not be allowed admission.**
5. Tuskegee University Student Handbook rules and regulations are to be observed at all times. Special emphasis is placed on the **DRUG and ALCOHOL policy.**

Acknowledged by:

Organization President

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Director of Student Life and Development

Dean of Student Life and Development

Vice President of Student Affairs