

EVENT SECURITY FORM

BARNARD Special Events ❖ Altschul 011
Tel. (212) 854-7005 Fax (212) 854-5845 E-mail spacers@barnard.edu

If your event has been advertised off campus, **or** if it is a party or concert, **or** 150 or more guests are expected to attend, **or** alcohol is being served, **or** money is being collected, you must fill out this Event Security Form. After completing this form and obtaining your advisor's signature, you must schedule a meeting with a representative from Safety and Security to review the event details and to receive approval for your event.

Completed forms with all necessary signatures must be submitted to Special Events along with the Event Space Request Form. This Event Security Form will NOT be processed until we receive your Event Space Request Form.

Completed forms must be received by Special Events a minimum of 10 business days prior to the event.

PLEASE PRINT

Date: _____

Name of Event: _____ Type of Event: _____

Location Preferred: _____ Number Expected to Attend: _____

Day and Date of Event: _____ **Actual** Start Time: _____ am pm **Actual** End Time: _____ am pm

Person Coordinating Event: _____ Sponsoring Department/Organization: _____

Extension/Phone: _____ E-mail Address: _____

Student Club Advisor's Name (if applicable) _____ Signature _____ Ext. _____ Date _____

SECURITY PLANNING CHECKLIST:

ARE YOU ADVERTISING YOUR EVENT? No Yes

Where? _____

WHO IS ATTENDING THE EVENT? *Please check all that apply:*

- Barnard students
- Columbia students
- SEAS Students
- Graduate Students
- Students from other colleges
- Other: _____
- Children: ages? _____

Are you checking ID? No Yes

Name of person checking ID _____

Location of checking _____

ARE YOU COLLECTING MONEY AT YOUR EVENT? No Yes

What is the fee? _____
Where are you collecting money? _____

Are you placing the money, collected from the event, in the safe in the College Activities Office? No Yes

Are you taking the money collected to another secure location? No Yes

IS ALCOHOL BEING SERVED AT YOUR EVENT? No Yes

If you plan to serve alcohol, your event **MUST** be registered with Lerner Administration under the University Alcohol Policy. Contact Lerner Hall Event Management, x4-5825, for more information. Student groups must obtain approval from their club advisor.

Security Supervisor's Name _____

Signature _____ Date _____