



DREXEL UNIVERSITY
Interfraternity Council
Off Campus Date Party & Formal Request Form

Instructions:

1. Read and complete the Event with Alcohol Policies, Procedures and Request Form.
2. The completion of this form is required for all chapter-related events where alcoholic beverages will be served.
3. Completed form must be written.
4. Return the completed form to the IFC Vice President of Judicial Affairs.
5. **This form should be submitted 3 weeks prior to the event date.**

Event Approval Procedure:

1. Upon receiving the form, the Interfraternity Council will ensure that it has been accurately completed and will add the event to their calendar.
2. The Interfraternity Council will verify that the host chapter(s) is in good standing with the University and IFC.

Guest List Procedure:

1. Guest lists must be submitted at least **2 business days prior** to the event date.
2. Guest lists may be submitted in hard copy to IFC Vice President of Judicial Affairs or electronically to ifcdrexel@gmail.com

Host Fraternity Name: _____

Date of Event: _____ **Time of Event: From** _____ **To** _____

Location of Event: _____

Event Name: _____

Brief Description of Event: _____

Name and Title of Off-Campus Establishment Contact: _____

Email: _____

Phone Number: _____

Have you discussed federal, state, and local laws, Fraternity and University policies? Yes
 No

Have representatives from all organizations met to establish event plans? Yes
 No

Will any of the guests be under 21 year of age? Yes No

Name of Off-Campus Establishment : _____

Address: _____

Phone Number: _____

** Acceptable proof of insurance for the off-campus establishment must be included with this form.*

** If alcohol will be served at this event, a copy of the organization's license to serve alcohol must be included with this form.*

Submission of this form marks your agreement to follow, Drexel University Policy, as well as both Interfraternity Council and FIPG Policies. Furthermore, following all city, state, and federal Law. Which includes but is not limited to:

1. If alcohol is present, the third party location must have a valid, state issued license to serve alcohol.
2. Alcohol cannot be legally served or consumed by those below the legal drinking age
3. I have read the Fraternity & Sorority Life Policy for Events with Alcohol and I accept responsibility that appropriate measures will be taken to prevent violations of the policy
4. I understand that no person shall sell, deliver or give away alcoholic beverages to, or cause or permit alcoholic beverages to be consumed by, any minor under the age of 21 years.
5. I understand that I am responsible for the actions of my guests, invitees and attendees while on University property or at any University event.
6. I understand that I am responsible for upholding the policies and procedures of my National/International Fraternity or Sorority.
7. Any violation of the Fraternity & Sorority Life Policy for Events with Alcohol or federal, state or local laws, or failure to comply with the above, will result in disciplinary action.

Your chapter further agrees that the chapter is completely responsible for the actions of its members. Notifying the IFC about the event only serves to give the council better awareness of the activity of its member chapters.

Name of Person Completing Report: _____ **Signature:** _____

Name of President: _____ **Signature:** _____

Name of Formal Chair: _____ **Signature:** _____

Name of Risk Management Chair: _____ **Signature:** _____