Student Group Off-Campus Event Registration Form

Please submit this form 15 working days prior to event to the Campus Center Office.

Title of the Event:

Sponsoring Organization: Event Location:

Co-Sponsoring Organization:

Day / Date of the Event:

Event Planner:

Email Address: Contact Cell Phone:

NOTE: Contact person must be 21 years of age or older if alcohol is being served.

President of Organization: Contact Cell Phone:

Type of Event (Please Check One of the Following):

□ Recruitment □ Fundraiser □ Social
□ Community Service □ Educational □ Conference / Retreat

Attendance Information (Please Check All that Apply):

□ Members Only □ Guest List Only □ College Students
□ By Invitation Only □ Private (Member + 1 Guest) □ NJIT Campus Community

Approximate Number of People who will be in attendance:

Number of Members in Attendance: Number of Guests:

If the event includes Alcohol at a non-licensed location, please provide the following information:

Names of TIPS trained bartenders. At least 2 required per event, must be 18+ and provide proof of certification.

Name: Cell:
Name: Cell:
Name: Cell:

Names of Door ID Checkers (must have two people and see 2 forms of valid ID including date of birth)

Name: Cell:
Name: Cell:
Name: Cell:

Names of Event Monitors (may not be under the influence of alcohol at any time)

Name: Cell:
Name: Cell:
Name: Cell:

- This form must be submitted to the Campus Center Office at least 15 working days prior to the event. A copy will be submitted to Public Safety.
- If alcohol is present at an unlicensed establishment, wristbands must be used to identify guests who are 21 years of age or over.
- Guest lists must be submitted to the Campus Center Office on the next business day after the event.
- All events must occur according to all NJIT Policies, including the NJIT Alcohol / Drug Policy for Students & Student Organizations and NJ State & Local Laws.
- Social events where alcohol is present and anticipated attendance is 30 or more people MUST be registered.