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 the 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

Organization's Primary Advisor

Director of Student Life and Development

Dean of Student Life and Development

Vice President of Student Affairs

Tuskegee University Department of Public Safety