The University of Oklahoma “Open Social Event Notification Form” is due five (5) business days before a student organization hosts an open social event. If an event is co-sponsored, each organization must submit a separate form. This form does not replace any form that may be required under the rules of an individual student organization. Submitting this form to Student Life at the University of Oklahoma does not imply approval of this event by the University of Oklahoma.

When submitting this form, any organization, its officers and adviser(s) acknowledge that they understand that the organization, its officers and adviser(s) are responsible for following state and local laws, the University of Oklahoma Student Code, University policies and the organization’s own social and risk management policy and the following specific University policies when organizing, hosting or co-sponsoring any event.

An “open social event” is defined as a social event/party without a pre-determined/limited guest list, hosted any time between the hours of 11 p.m. and 8 a.m. and has one/both of the following criteria:

1. cash tendering (i.e. admission is charged at the door or through pre-purchased tickets)
2. open to non-OU students

If a student organization is planning to host an open social event/party, the following procedures MUST be followed.

1. Register the Open Social Event with Student Life, Union Suite 370 by completing the Open Social Event Form. The form must be submitted at least five (5) business days prior to the event.
2. Open Social Events that are open to non-OU students may only occur within Norman city limits.
3. The organization’s adviser or approved designee must attend the event in its entirety. NOTE: The adviser(s) is encouraged to arrive at least 20 minutes before the opening of the event to ensure all procedures and policies have been followed.
4. Admittance to an Open Social Event requires a CURRENT college or university ID and driver’s license or state/federally-issued ID. Non-university students may not attend unless written exemption has been granted by the Director of Student Life. Only one exemption per organization will be permitted each semester.
5. A sign-in sheet must be used at the entrance of the event. The sign-in sheet must collect all guest names and phone numbers. Security personnel must be responsible for sign-in. The completed sign-in sheets must be submitted to Student Life within three (3) business days following the event. Failure to do so may result in student code charges and a loss of event privileges.
6. A minimum of two (2) CLEET-certified security guards must be present during, and at least 30 minutes after, the event to secure both inside and outside the event’s location. For every fifty (50) participants over 100, one (1) additional security guard is required. All security guards must be licensed and bonded. Third party security guards must be unarmed if on OU campus property.
7. Open Social Events on OU property must have an OUPD officer present.
8. Events involving strolling are subject to time and place restrictions. View http://studentlife.ou.edu for details.
9. All open social events are subject to random attendance and compliance verification checks by University officials.
10. If alcohol is available, all aspects of the University of Oklahoma’s Alcohol Policy must be strictly followed.
11. Organizations or individuals found to be in violation of any law or University policy are subject to University sanctions. Refer to the Student Code at http://studentconduct.ou.edu.

Organization: ___________________________ Date of event: ___________________________ ,20________
Event Theme:____________________________ Start time ______ a.m. / p.m. (circle) End time ______ a.m. / p.m. (circle)
Location of Event: ________________________________________________________________
(Name & Address of Location)
Anticipated Attendance: ________ Capacity of Venue: _________
Security Company: __________________________ Contact: __________________________ Number: __________________________
☐ Single Organization Event ☐ Co-Sponsored Event* List other group(s): __________________________
* Each organization must submit its own form.

My signature below indicates I have read and agree to comply with the above open social event policies including the requirement that the organization adviser or his/her OU-approved designee must attend the event in its entirety.

President’s Name (please print) Adviser’s Name (please print)
President’s Signature Date Adviser’s Signature Date
Phone Number Phone Number

Return to the Student Life Office, OMU Room 370