



Organized Function Request Form

STUDENT HOUSING SERVICES

This form is to be completed by any member of the residence community wishing to plan an event in residence involving the responsible use of alcohol.

Once this form is completed, return it to your respective Residence Life Manager for approval.
Forms must be received two weeks prior to the proposed event date.

Primary Organizer Name: _____	
Building / Room #: _____	Telephone #: _____

FUNCTION DETAILS:

Proposed Date: _____ Time: _____

Proposed Name: _____

Proposed Location: _____ Total # of Persons Attending: _____

<u>Description of Event:</u>

FOR RLM USE ONLY:

Approved Approved with noted revisions Denied

NOTED REVISION: _____

RLM Signature: _____ Date: _____

For additional information and responsibilities please refer to the Alcohol Policy or contact your Residence Life Manager. A copy of the Alcohol Policy can be obtained from Student Housing Services or found online at www.housing.uoguelph.ca