

# Quick Guide to Off-Campus Events



**Office of Student Involvement &  
Leadership**

**Campus Center, Room 103**

**(508)-531-1273**

**[www.bridgew.edu/Depts/StudActv](http://www.bridgew.edu/Depts/StudActv)**

## **Important Points to Remember about Off-Campus Events/Trips**

- ✓ All student organization travel must be approved and registered at least 2 weeks in advance of the event.
- ✓ All Bridgewater State College policies regarding purchasing, contracts, alcohol, etc. are in effect at off-campus events.
- ✓ The sponsoring organization assumes full responsibility for coordinating any/all activities related to this event.
- ✓ When a trip/off-campus event involves 20 or more students or the destination is more than 50 miles away, the transportation for the trip must be either a college van or bus; a rental van or bus; or public transportation.
- ✓ Prior to departure, a sponsoring organization must submit a complete list of all trip participants.
- ✓ A trip advisor is required for the following:
  - Any trip/off-campus event on a rental bus, regardless of distance from campus
  - Out of state trips/events
  - Overnight travel trips
  - Trips involving an element of risk to participants (skiing, rafting, etc.)
  - Trips/off-campus events of a purely social or entertainment nature
  - Other events at the discretion of the Office of Student Involvement and Leadership
- ✓ **Events planned by student organizations at off-campus locations are considered college events and are subject to college program and travel policies and guidelines.**

**Office of Student Involvement and Leadership**  
**Off-Campus Event Registration Form**

All Off-Campus events must be registered and approved by the Office of Student Involvement and Leadership 2 weeks prior to your event. Please fill this form out completely and return it to Campus Center, Room 109 for approval.

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Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Site: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Name Event Site: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Student in Charge of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Number at Site (if different from above): \_\_\_\_\_

Name of Trip Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Mode of Transportation (bus, personal cars, etc.): \_\_\_\_\_

\*\*Note: if personal cars are used in accordance with the Student Organization Travel Policy, then please indicate drivers in space provided below

Transportation Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

Date/Time of Departure: \_\_\_\_\_ Location: \_\_\_\_\_

Date/Time of Return: \_\_\_\_\_ Location: \_\_\_\_\_

**If personal cars are used for this event, then please list driver's below**  
**(attach additional sheets if necessary):**

Driver 1 \_\_\_\_\_ Student ID # \_\_\_\_\_

Driver 2 \_\_\_\_\_ Student ID # \_\_\_\_\_

Driver 3 \_\_\_\_\_ Student ID # \_\_\_\_\_

Driver 4 \_\_\_\_\_ Student ID # \_\_\_\_\_

Driver 5 \_\_\_\_\_ Student ID # \_\_\_\_\_

**\*\*A list of trip participants must be turned in to your Program Advisor at least 48 Hours in advance of your event.\*\***

**Bridgewater State College**  
**Office of Student Involvement and Leadership**  
**Information for Events Involving Alcohol**

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**President's Responsibility:**

*Your club/organization will be in compliance with the policies Bridgewater State College if you hire a "third party vendor" to serve alcohol at your function when you can document the following checklist of items. By establishing this agreement with the vendor, you are acknowledging your understanding of the following requirements*

**The Vendor Must:**

- \_\_\_\_\_ 1. Be properly licensed by the appropriate state and local authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held. **ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST IF NOT ALREADY ON FILE.**
- \_\_\_\_\_ 2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence that the vendor has, as part of his/her coverage, "off premises liquor liability coverage and non-owned and hired auto coverage". **ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES IF NOT ALREADY ON FILE.**
- \_\_\_\_\_ 3. Agree in writing to cash sales only, collected by the vendor during the function.
- \_\_\_\_\_ 4. Assume in writing all of the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
- A. Checking identification cards upon entry:
  - B. Not serving minors:
  - C. Not serving individuals who appear to be intoxicated:
  - D. Maintaining absolute control of ALL alcoholic containers present:
  - E. Collecting all remaining alcohol at the end of a function (no excess alcohol-opened or unopened-is to be given, sold or furnished to the club/organization):
  - F. Removing all alcohol from the premises.

**WHEN YOU ENTER INTO A THIRD PARTY VENDOR AGREEMENT, YOU WILL BE ASKED TO ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AN #4 ABOVE.**

*By submitting a Third Party Vendor Agreement, both parties understand that only through compliance with these stipulations will the event be able to be sponsored by a Bridgewater State College organization.*