The University of Oklahoma “Open Social Event Notification Form” is due one calendar week 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 the Student Life Office 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 that is:
1. cash tendering (i.e. admission is charged)
2. open to non-OU students
3. hosted anytime between the hours of 11 p.m. and 8 a.m.

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 the Student Life Office, Union Suite 370 by completing the Open Social Event Form. The form must be turned in at least one calendar week prior to the event.
2. The organization’s adviser must attend the event in its entirety.
3. A sign-in sheet must be used at the entrance of the event. Security personnel must be responsible for sign-in. Each participant must show a valid photo ID to participate. OU students must show their OU identification card. Non-OU student guests must show a valid college ID from their respective institution. Non-student guests must be accompanied by a currently enrolled OU student. The sign-in sheet must collect the guest names and phone numbers. The completed sign-in sheets must be turned in to the Student Life office within three (3) business days following the event.
4. A minimum of two (2) 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.
5. At least two (2) off-duty or on-duty uniformed police officers must be present.
6. All open social events are subject to random attendance and compliance verification checks by University officials.
7. If alcohol is available, all aspects of the University of Oklahoma’s Alcohol Policy must be strictly followed.
8. 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 www.ou.edu/studentcode.

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
For Office Use Only:
Date Received: ____________________ Student Life Attendee: ____________________