E. Security

25. Trained security staff is required at all undergraduate events with alcohol. Student Events must have a minimum ratio of one security guard for every 50 attendees. Three additional guards are required at events where alcohol is served. For example, if there are 50 attendees at an event in which alcohol is being served, there must be four security guards. At an event involving alcohol with 100 attendees, there must be five security guards. One guard must be stationed at the entrance to the Student Event to assist the Student Organizers checking for WU student identification, monitor the guest policy, and determine whether any person appearing intoxicated should be refused entry. A second guard must be assigned to the point of alcohol distribution to check identification for proof of legal age. The third guard will serve as a roamer within the Student Event space and will be responsible for monitoring legal drinking. Additional guards may be required depending on the nature of the event and expected attendance.

26. If Venue does not provide the required Security set forth above, Venue must allow Student Organizers to retain appropriate Security. Security costs are the responsibility of the Student Organizers.

F. Reservation Agreement and Venue Charges

27. Venue representatives and the Student Organizers should thoroughly discuss all charges for the Student Event in advance, and must memorialize those itemized charges and all other terms of the Venue reservation in a written agreement signed by both parties (“Reservation Agreement”), including but not limited to provisions related to deposits, rental fees, catering, cover charges at the door, bar tab requirements, decorations, parking, cancellation, service charges, clean-up, insurance and indemnification, and damages.

28. The Reservation Agreement must be submitted to Student Involvement and Leadership for approval no less than fifteen business days in advance of the Student Event by the appropriate University administrator.

29. The University and Student Organizers will not be responsible for payment of any fees or charges not set forth in the Reservation Agreement.

On behalf of the Venue below, I affirm that I have read these Guidelines and will clearly communicate the University’s expectations to all Venue staff associated with the Student Event.

Venue: La Perla / Private Event Spaces

Name of Venue Representative: [Signature]
Title of Venue Representative: [Signature]
Signature of Venue Representative: [Signature]
Date: [Signature]

Revised 9/14/11