Alcohol Use Permit – This form is required for every on or off campus event where alcohol will be served. The form requires students to provide specific details concerning the event. It asks students to identify TABC certified bartenders, sober monitors, and if there will be security. Submitting an AUP requires a meeting with a CCI coordinator, therefore, make sure to plan ahead to schedule the meeting.

Authorized Driver Forms – This form is an application to become a university-approved authorized driver. The application requires a signature from CCI before being submitted to the Human Resources Office. When you submit the form to Human Resources you will need a copy of your driver’s license and a copy of your up-to-date, valid auto insurance. It is important to submit this form at least 5 class days prior to an event because upon submission, it will take the university several days to check your driving record prior to granting you authorized driver status.

Banner Requests – Printing banners for Coates and/or Mabee is a privilege offered to student organizations. Please visit the student organization resources page to access the banner request form and follow the instructions.

CCI Music Equipment Requests – Request forms can be accessed at the front desk of CCI. If you have your event information on hand, you can fill out the request form immediately. Once the form is filled out, submit back to the CCI front desk staff or CCI professional staff member. CCI has laptops and music equipment for student organization use.

Emergency Contact Information for Travel – Emergency contact information should be collected for any off-campus trip. For travel outside of city limits, please make sure to provide CCI with the following information for each participant:
- Name
- Phone number
- Emergency Contact Name
- Emergency Contact Phone Number
- Emergency Contact Relationship to participant

Guest List – (for events with alcohol) Guest list submission is part of the AUP submission process. Guest lists are best created by duplicating the invitation list. This list of attendees should be submitted with the AUP form or at a later date set by a CCI coordinator. Remember, AUP submission and review require a meeting with a coordinator!

LeeRoy Submissions – LeeRoy is a great way to advertise an event or program, and it’s FREE! Please visit and follow the instructions on the following webpage to submit to LeeRoy:
http://web.trinity.edu/x33710.xml

Risk Management Plan – The risk management plan should be completed for any event with inherent risk such as athletic events, events with alcohol, event with travel, service events, etc. This form asks students to consider any possible problems that may arise at the event and what they might do in the case of an emergency. *Note: If an event requires a risk management plan, campus T-Space reservations will not be approved until the risk management plan is submitted to CCI.

Sober Monitor List – (for events with alcohol) Sober monitor list submission is part of the AUP
submission process. At any event with alcohol, you should have ONE sober monitor per every 10 guests. This list should be submitted with the AUP form or at a later designated date set by a CCI coordinator. Remember, AUP submission and review require a meeting with a coordinator!

**Student Participant Release Agreements** – Student Participant Release Agreements (SPRAs) are now available online as well as in paper form. The SPRA is a form that waives the university’s liability if a student is injured during an activity on or off campus. Students participating in any event with inherent risk should fill out the form online prior to the event. If the organization collects SPRAs at the event, these paper copies can be turned into CCI no later than noon the class day following the event.

**Travel Form** – This form is necessary for any extensive off-campus travel outside of city limits. This form provides the university with specific information regarding the trip. This information would be used in case of an emergency.