

Department of Public Safety Event Registration Form

Submit the **COMPLETED** and **UNALTERED** Form **10 Days in Advance of the Event**

Return Form by Fax 609-258-9773

LAST MINUTE ARRANGEMENTS AND/OR CHANGES FOR YOUR EVENT WILL NOT BE GUARANTEED!!!

The following 27 questions are MANDATORY:

1. Today's Date (mm/dd/yyyy): _____
2. Students!: Is your event registration form signed by the Dean? ☐ Yes ☐ No If no, request will not be approved by Public Safety!
3. Contact Information: Last Name: _____ First Name: _____ Class: _____
4. Address: _____ Department: _____
5. Telephone (primary): _____
6. Telephone (emergency): _____
7. Fax: _____
8. E-mail: _____
9. Status:
☐ Undergraduate Student ☐ Faculty ☐ Alumni
☐ Graduate Student ☐ Staff ☐ Non-Princeton Affiliated

10. Title of Event: _____
 11. Date of Event: _____ Event Begins: _____ Event Ends: _____
 12. Location of Event: Building: _____ Room Number: _____
• Status: Is the location approved and reservation completed?: ☐ Yes ☐ No
 13. Desired time to... Unlock Doors: _____ Lock Doors: _____
 14. What doors do you need unlocked? _____
 15. Account number to be charged: _____ Organization Name: _____
 16. Type of Event: ☐ Concert ☐ Dance/Party ☐ Lecture ☐ Other, specify: _____

17. Brief summary of the event:

18. Number of guests expected: _____ ☐ Internal (Princeton ID required)
☐ Internal & external
☐ External – Open to the Public

19. Type and location of advertisement: ☐ Website: _____
☐ Daily Princeton
☐ Newspaper - Name of Publication(s): _____
☐ Radio - Name of Station(s): _____
☐ Princeton University Office of Communications

20. Controversial Speaker/Topic: _____
• Brief summary: _____

21. Protesters likely: ☐ None ☐ Unknown ☐ Possible ☐ Probable
• If possible or probable, describe: _____

22. Does the speaker need State Department clearance? ☐ No ☐ Yes
• If yes, describe: _____

23. Does your event require Department of Public Safety Personnel? ☐ Yes ☐ No
• If no, are you providing your own security? ☐ Yes ☐ No
• If yes, what kind? ☐ Private security ☐ Public security (State Police, Security Service, ect.)

24. Alcohol served? ☐ No ☐ Yes
• If yes, the approval of the Dean of Students or the Dean of the Graduate School is required.
Approved? ☐ Yes Date? _____
• If yes, is the bartender tip-certified? ☐ No ☐ Yes

25. Will there be fireworks or other pyrotechnics at the event?
☐ Use of open flame in place of assembly
☐ Use of propane for cooking
☐ Use of fog machine
☐ Use of tents
☐ Carnival or circus
☐ Pyrotechnics/Fireworks
☐ Bonfire
☐ Other, describe: _____

26. Describe the parking needs for your event? _____

27. Will your speaker need a parking pass? ☐ No ☐ Yes If yes, contact the Parking Office at (609) 258-3157 - 24 hours in advance of your event.

CANCELLATION POLICY: In the event of a cancellation, you must notify Public Safety at 258-1000 within 12 hours of the start of the event to avoid a cancellation fee.

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Date received by Public Safety: _____
Public Safety approval (by/date): _____
Detail Posted (date): _____