**PENN STATE LAW**

**RESPONSIBLE PERSON FORM**

**For Student Events**

**Decision Tool:**

|  |  |
| --- | --- |
| **Will University funds be used to pay for any part of the event? *(Examples of University funds are SBA, Speakers Trust, Penn State******Law, UPAC, Student Organization funds):*** |  |
| **YES**, the event is also outside of the Lewis Katz Building, requires a contract, **or** will include alcohol | A responsible person is required for this event. The person must be a full-time employee, SBA Officer, or sponsoring student organization Executive Board member. **This form must be completed and submitted within the Pre-Event Form** **at least 2 weeks before the event.** |
| **YES**, but the event is at the Lewis Katz Building | This form is not required |
| **NO** | This form is not required |

Complete this form to identify a responsible person for your event. The person must be a full-time employee, SBA Officer, or sponsoring student organization Executive -Board member. The person is required to attend the entire event. If an emergency occurs this person should contact the authorities. Please upload the completed form to the Pre-Event Form where indicated.

Responsible Person:

Email Address: Phone Number:

Student Organization:

Event Date:

 Event Time:

Event Location:

Event Description:

**Responsible Person Signature**