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Cornell University



[Cornell University Student Activities office](#)

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Event Registration form

(formerly called the Use of University Property/UUP form)

Welcome to Cornell University's Event Registration form

Cornell University's Event Registration form is a tool used to help event planners connect with university officials in order to make their event planning experience efficient and painless. The communication between the event planner and university official will help the event planner better understand university policies and procedures, while allowing the university official the opportunity to learn more about the event and sponsoring organization(s). Though the process may seem tedious at times, it is important to maintain an open line of communications, and be prompt and courteous.

[I am planning an event, and would like to register the event](#)

Use this option if you are planning an event on the Cornell University campus. Events that must be registered using the EventReg form includes (but are not limited to):

- Events with food and/or alcohol.
- Events that take place outdoors.
- Events where money is collected (sales or fundraising).
- Events that are held in a venue with a capacity of 200 or more people.
- Events that may be seen as controversial and/or high risk.

**** PLEASE NOTE:** *Events should be registered at least three weeks prior to the start date. Student organizations may be fined for late filing, or lack of filing a Event Registration form (see <http://sao.cornell.edu/SO/docs/uup.pdf> for more information).*

[I already submitted a EventReg form, and would like to check the status](#)

Use this option if you've already submitted a EventReg form, and would like to check the status of your event.

Looking for information about event planning at Cornell University?

If you're looking for basic information about planning an event at Cornell University, [follow this link](#) to download a pdf file that includes some basics about event planning, including:

- Reserving space on campus
- Using Cornell's name, logo, or artwork
- Conducting sales on campus
- Making your event accessible
- Food and alcohol at events
- Open fires
- Noise permits
- Events at fraternity and sorority houses
- Events Management Planning Team (EMPT)

Changing information about your event, or canceling your event

If any information about your event has changed, or if your event will no longer take place, please send an email to Roxanne Edsall-Beebe at rme4@cornell.edu. Be sure to include the sponsor's name, and the event title in your email.

[Student Activities Office Organization and Event Planning Handbook](#)

Follow this link to go to the Student Activities Office's *Organization and Event Planning Handbook*. This on-line handbook provides valuable resources including policies and procedures for holding events on campus, links and contact information for campus departments, event planning checklists, and other resources you may find helpful while planning your event.

[Office of the Dean of Students Event Planning Site](#)

The Office of the Dean of Students has developed a site to assist event planners with the many details of their planning experience. Use this link to learn about possible funding opportunities, as well as resources that may be available to your organization.

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