

BINGO RULES AND APPROVAL PROCESS

“Bingo” or “game” shall mean and include a specific game of chance, commonly known as Bingo, in which prizes are awarded on the basis of matching randomly drawn numbers or symbols on matrices, which are printed with conforming numbers or symbols on paper, card stock or electronically represented and are referred to as cards.

Bingo games are governed by, and must be conducted in accordance with, all rules and regulations specified under state and local laws. New York law has strict rules about Bingo which include specific reporting and licensing requirements. However, the Bingo licensing law was amended to authorize educational institutions, among other organizations, to conduct Bingo games for recreational purposes without a license provided **all of the following conditions are met:**

- (1) The Bingo game is conducted on the campus of the educational institution.
- (2) The Bingo game is conducted solely for the purpose of amusement and recreation of the participants.
- (3) No player or other person **furnishes anything of value** for the opportunity to participate. (This includes no fee to enter the event where Bingo is being conducted).
- (4) The value of the prizes shall not exceed ten dollars (\$10) for **any one game** or a total of one hundred fifty dollars (\$150) **in any calendar day**.
- (5) Bingo games are not conducted more than a total of fifteen (15) days during any calendar year.
- (6) No person other than a bona fide active member of the organization, club or association participates in the conduct of the games.
- (7) No person is paid for conducting or assisting in the conduct of the game or games.

In order to determine if your Bingo game is in compliance with this law, RIT requires that every bingo game be approved by the RIT Office of Legal Affairs before any game is commenced. Bingo Approval Forms must be submitted **no less than ten (10) business days** before the intended date of the bingo game or the game will not be approved.

You will not be allowed to conduct your Bingo game if there have already been 15 days within the same calendar year in which Bingo games have been held at RIT.

See: http://www.rit.edu/legalcomplianceaudit/games-chance-prizes for more information.
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BINGO APPROVAL FORM

NAME OF GROUP/ORGANIZATION/DEPARTMENT SPONSORING BINGO GAME:

CONTACT INFORMATION:

NAME:		PHONE:	
EMAIL:			

◆ IS THIS PERSON A MEMBER OF THE ABOVE-NAMED GROUP/ORGANIZATION/DEPARTMENT? ☐ YES ☐ NO

BINGO INFORMATION:

DATE, TIME AND LOCATION OF BINGO GAME:

◆ WILL AN ADMISSION FEE BE CHARGED FOR THE EVENT? ☐ YES ☐ NO

◆ WILL THERE BE A CHARGE IN ORDER TO PLAY BINGO? ☐ YES ☐ NO

◆ LIST OF PRIZE(S) TO BE AWARDED: (ATTACH ADDITIONAL PAGES IF NECESSARY)

	FAIR MARKET VALUE \$
	FAIR MARKET VALUE \$
	FAIR MARKET VALUE \$
	FAIR MARKET VALUE \$
	FAIR MARKET VALUE \$
	FAIR MARKET VALUE \$
	FAIR MARKET VALUE \$
	FAIR MARKET VALUE \$

CERTIFICATION:

I HAVE READ THE BINGO RULES AND APPROVAL PROCESS DOCUMENT AND CERTIFY THAT I HAVE COMPLIED WITH ITS PROVISIONS AS OF THIS DATE.

SIGNATURE DATE

OFFICE USE

APPROVED: ☐ YES ☐ NO	BINGO GAME #
 RIT OFFICE OF LEGAL AFFAIRS	TOTAL PRIZE \$

RETURN COMPLETED FORM TO: RIT OFFICE OF LEGAL AFFAIRS, 3210 USC