



# Brown University Student Activities Office Event Registration Policy

September 2008

To assist students in the planning of safe and successful events and activities, facilitate adherence to University policies and procedures and Rhode Island and Providence laws and regulations, and to ensure adequate time for the organization of event support services and security, the University has adopted this Event Registration Policy.

The following student events and activities must be registered with the Student Activities Office:

- ◆ All events or activities where alcohol will be served;
- ◆ All events or activities where anticipated attendance is 100 or more;
- ◆ Other events or activities when required by appropriate campus departments or under special circumstances. See special notes below regarding Orientation, First Weekend, Reading Period, and Finals.

Events or activities that meet the above criteria must be sponsored by a recognized student group and are required to have two (2) Brown student event coordinators who are responsible for the overall planning and management of the event. If alcohol will be served, one of the coordinators must be at least 21 years of age.

Registration is done by completing an **Event Registration Form** and submitting it for review by the SAO at least two (2) weeks prior to the event or activity. If alcohol will be served or anticipated attendance is 300 or more, organizations must consult with the SAO at least three (3) weeks in advance of the event or activity. A venue for the event must be secured in advance of submitting an **Event Registration Form**.

All events and activities held on Sundays through Thursdays must close by 12 midnight. Friday and Saturday events and activities must close by 2 AM; alcohol service must end at 12:45 AM (so drinking ends by 1 AM) for events that qualify for a Class F license (events where alcohol will be served and money will be collected at the event for any reason). Events with alcohol may only be held after 5 PM on Fridays and through 2 AM on Sunday morning. *If your event or activity meets the criteria for event registration and either alcohol will be served or the event or activity can be defined as a social function, please refer to the **Social Function Planning and Management Procedures** for additional information.*

**Orientation/First Weekend:** In order to give all student groups an equal opportunity to reach incoming first-year students and to enable first-year students to focus on mandatory Orientation activities, student groups will not be able to register or sponsor events or activities until after the Orientation Activities Fair, this includes requesting promotional tables in the PO or on the Main Green. All student groups intending to sponsor any events or activities between the end of the Activities Fair through First Weekend **MUST** register them with the Student Activities Office regardless of the size of the event.

**Reading Period/Finals:** Events qualifying for registration are not permitted during exam periods and are only permitted during reading periods with permission from the Director of Student Activities.

Students organizing events or activities with an anticipated attendance of less than 100 may still find it beneficial to register the event or activity or consult with the SAO, particularly if there are any safety or security concerns; if the event or activity might be considered controversial, or if any famous, political, or potentially controversial individuals have been invited.

*If your event or activity meets the criteria for event registration and either the event or activity can be defined as a social function or alcohol will be served, please refer to the **Social Function Planning and Management Procedures** for additional information.*



**Brown University**  
**Student Activities Office**  
**Social Function Planning and Management Procedures**

These procedures compliment Brown's Event Registration Policy by outlining additional procedures for events that can be defined as a social function. For the purposes of these policies and procedures, a social function shall be defined as:

- ◆ ANY event where alcohol will be served, OR
- ◆ Any event with an anticipated attendance of 100 or more that has the primary characteristics of a "party." These characteristics include: socialization as the primary purpose and activity, dancing, and/or music (DJ, band, etc.).

Any events meeting the above criteria should primarily serve the Brown student community.

Small gatherings in a residence hall room are not considered social functions; gatherings are limited in size by the fire capacity for each room. However, if these gatherings create a disturbance or hazardous situation, they will be dealt with as prescribed by the University's non-academic disciplinary procedures. The residents of each room will be held responsible for any such gatherings.

Any authorized undergraduate organization in good standing may have a reasonable number of social functions during the course of the school year. The Director of Student Activities and the Associate Vice-President for Campus Life/Dean for Student Life will determine what constitutes a "reasonable number." There will be no social functions during Orientation (except those planned by the Orientation Welcoming Committee) and none during reading and exam periods.

As stated in the Report of the Ad-Hoc Committee to Review Social Events Policy and Procedures, "It was not our intention to develop policies that will work for every event, but to review and develop a standard for social functions at Brown that would be effective for most events." While the following should and will apply to most events, sponsoring organizations may request exceptions. Such requests must be approved by the Director of Student Activities. Any request for an exception must adequately address how the proposed changes are in alignment with the goals of the event as well as the intent of these social function policies.

All functions held on Sundays through Thursdays must close by 12 midnight. Friday and Saturday functions must close by 2 AM; **alcohol service must end at 12:45 AM (so drinking ends by 1 AM) for events that qualify for a Class F license** (events where alcohol will be served and money will be collected at the event for any reason). Social Functions with alcohol may only be held after 5 PM on Fridays and through 2 AM on Sunday morning; during Spring Weekend, events with alcohol where food is a significant presence may be permitted on Sunday afternoon.

*The development of Brown's procedures for the planning and management of social functions began with the Report of the Social Function Policy Task Force, dated November 13, 1996. It was the unanimous opinion of the thirteen members of the Task Force (10 of whom were students) that the success of any social function depends on its planning and management and that the procedures for both should be uniform. These procedures were amended following the Report of the Ad-Hoc Committee to Review Social Events Policy and Procedures, dated March 8, 2006. These amendments are in keeping with Brown's overall philosophy that "students should drive the development of events" and that "student ownership of events should be guided by a set of best practices and policies to provide a level of consistency and to help build a culture of responsible hosting." [excerpted from the state of Philosophy in the Ad-Hoc Committee Report]. The SAO shall maintain a student Social Function Oversight Committee to advise the SAO on the ongoing management and development of these procedures.*

# PLANNING THE SOCIAL FUNCTION

## The Event Coordinators and Their Responsibilities

All events that must be registered according to the Event Registration Policy are required to have two (2) Brown student event coordinators. If alcohol will be served, one of the coordinators must be at least 21 years of age.

PLEASE NOTE: The University considers Event Coordinators to be responsible for the event from start to finish. Having one group of people plan the event and an entirely different group actually oversee the event undermines effective management. Event Coordinators are responsible during the entire event and, as such, may not drink before the event and until the last guest departs.

In the planning of a social function, the event coordinators are responsible for the following:

- **Policy Adherence:** Coordinators are responsible for ensuring the function adheres to all applicable state laws and University policies and procedures, including decoration guidelines and publicity regulations. Events where alcohol will be served may not be open to the general public – please keep that in mind when formulating advertising plans. Additional University policies and procedures applicable to events and social functions are available via the SAO and Event Planning at Brown websites.
- **Being Certified:** Certification training is every Thursday at 12 PM in Petteruti Lounge. The training will have its greatest benefit if the coordinators attend before planning begins.
- **Reserving Appropriate Space:** The space reserved must be able to accommodate your anticipated attendance. Spaces most commonly used for social functions are in high demand so plan on reserving them well in advance. Most spaces may be reserved through the University Scheduling Office; a more complete listing of contacts for scheduling various spaces is available on the Event Planning at Brown website (accessible from the SAO website).
- **Completing the Applicable Forms:** These are the Event Registration Form, the Social Function Form, and the Fire Safety Checklist.
- **Obtaining Licenses (if applicable):** If you are having an event that contains alcohol AND money is being collected for any reason, Class F and Entertainment Licenses are required. If alcohol is not being served, an entertainment license may be required. The process of obtaining licenses begins by submitting an Event Registration Form with the SAO and obtaining license applications with an SAO staff signature. Then, an event coordinator who must be at least 21 years of age must submit the application for a license to City Hall (Room 101) at least two (2) weeks prior to your event. One (1) week after the submission of an application, a hearing will be scheduled for which the coordinator must report in person to City Hall room 112 with payment (check or money order only – cash is NOT accepted). Licenses will be issued at the end of the hearing. Once you have your licenses, bring them to the SAO so the SAO can have a copy on record. Finally, you must post your licenses in a visible spot during your event. Class F licenses are: \$35 for a full bar, \$15 for beer and wine only. Entertainment licenses are \$10 for indoor events and \$25 for outdoor events.
- **General Event Planning:** Using the Event Planning Timeline as a guide, coordinators should ensure that all the necessary planning takes place including scheduling any necessary event support services (catering, security, custodial, etc.)
- **Set the Admissions Policy:** Review the Admissions Policy section of these procedures. Admissions Policy should be specified on the Event Registration Form.
- **Formulating an Event Management Plan:** The plan must be submitted along with your Social Function Form to the SAO. See the section on Event Management Plans below.
- **Identifying Social Function Managers and Bartenders:** Functions must have two (2) event coordinators plus AT LEAST the minimum number of social function managers and bartenders (if applicable) outlined in the following scale. More managers or bartenders may be necessary to effectively manage the event depending on the venue or nature of the event. If any managers or bartenders have not previously attended SAO certification training, coordinators must ensure they do so prior to the social function.
  - ◆ 1-100 guests: two (2) coordinators, three (3) social function managers and three (3) bartenders (For events in Wriston Quad lounges with upper landings, please add an additional manager).
  - ◆ 101-150 guests: two (2) coordinators, four (4) social function managers and four (4) bartenders (One of the coordinators may be assigned as one of the two social function managers required at the main entrance. For events in Wriston Quad lounges with upper landings, please add an additional manager.)
  - ◆ 151-200 guests: two (2) coordinators, five (5) social function managers and five (5) bartenders
  - ◆ 201-300 guests: two (2) coordinators, six (6) social function managers and six (6) bartenders
  - ◆ 301+ guests: Consult with SAO (catered bar is strongly encouraged)

At the request of the event coordinators or when deemed appropriate by the University, professional event management staff may be hired to supplement/support student managers in their responsibilities. If such staff is hired, student management levels are maintained according to the scale above.

- **Oversee the Event:** In order to be able to oversee the event and respond to any situations that arise, Event Coordinators (2 per event) may not be assigned to any specific management shifts during the event. One of the two event coordinators should be assigned to the primary door to provide oversight and coordination to this most critical part of the event. As per the scale above, the only exception is for events of 150 or fewer when ONE of the coordinators may be assigned as the second required manager at the main entrance.
- **Scheduling and Posting Manager and Bartender Assignments** (assignments must specify the name of the individuals for each post/shift): List should be reviewed at the security/staff meeting 30 minutes prior to the event and then be posted near the door of the event. Assignment locations must be specified in the Event Management Plan.
- **Guest Logs/Lists:** Must be initialed by an Event Coordinator and submitted to the SAO Evening Manager at conclusion of event. Otherwise, logs/lists should be submitted to the SAO by 12 noon the first business day following the event.
- **Organize the required security meeting** of all officers, event management/security, SAO manager, and student managers 30 minutes before doors open.

## **Planning Timeline**

Appropriate planning timelines will vary depending on various factors. Below is the timeline that is required in order to meet the appropriate deadlines (additional information available on the Event Planning Timeline):

- |                                    |   |
|------------------------------------|---|
| As early as possible:              | Attend certification training. Reserve your event space.  |
| 3 weeks prior:                     | Preliminary discussion regarding your event with SAO (required for events with alcohol or anticipated attendance of 300 more). Pick-up Event Registration Form, Social Function Form, Event Planning Timeline, and Fire Safety Checklist.   |
| 2 weeks prior:                     | Submit Event Registration and Social Function Forms to SAO for review along with your Event Management Plan. Submit requests for any Facilities Event Support, Media Services and Catering needs. If city licenses are required, take application obtained in the SAO to City Hall. Note: in order for security details and fire marshals to be obtained, an order must be placed through SAO ten (10) business days and five (5) days respectively before the event.   |
| 1 week prior:                      | Go back to City Hall for your hearing to receive your licenses; bring to SAO to be copied. Make sure all your managers have been through or are scheduled to attend training (Thursdays at 3 PM). Get final approval from SAO and pick up tally counters to account for capacity limits and signs if you are having an event with alcohol.  |
| Pre-Event (Day of):                | Hold a pre-event meeting with all managers and bartenders, along with security personnel and fire marshal (if applicable) and SAO Evening Event Manager (Tuesday through Saturday nights) to finalize and review management plans. Complete the “90 minutes prior to start of event” portion of Fire Safety Checklist. A thorough inspection of the event venue should be conducted prior to doors opening to ensure that no alcohol is hidden within the venue and that no guests have entered before admission. |
| Post-Event                         | Event coordinators, social function managers, and bartenders should meet to briefly review the event and discuss any issues or ideas for improvement for future social functions, with the SAO Evening Event Manager if possible.   |
| 1 <sup>st</sup> Working Day After: | Send in Fire Safety Checklist. Return signs to SAO. You are also encouraged to briefly discuss/review your event with SAO.  |

## **Event Management Plans**

Event Management Plans must be submitted with the Event Registration and Social Function Forms two weeks before the event. All relevant parts of the event management plan must stay in tact for the full event as problems often happen late in an event. Plans are required to include the following:

- Diagram of event space including manager stations as well as bar and non-alcoholic beverage and food set-up (if applicable), location of laminated signs for Class F events (provided by SAO), and emergency exits. Standard event space diagrams are available through the SAO. Please review the following section on “Social Function Managers and Their Responsibilities” before formulating your plan.
- Written explanation of management plan to ensure capacity management, responsible drinking, accurate age verification, and establishment of an overall safe environment. Please also note how guests will be able to easily identify event coordinators and social function managers.
- If DPS will be present, all plans must adhere to the Roles and Responsibilities at Social Functions; any deviations from these standard roles and responsibilities must be outlined in the Event Management Plan and be approved by SAO. Recommended DPS officer assignments, if applicable. These assignments must be reviewed with DPS prior to finalization of plan.
- At the request of the student management or when deemed appropriate by the University, professional event management staff may be hired to supplement/support student managers in their responsibilities. Plans should outline recommended event management staff locations, which will be reviewed by Student Activities. For events of 300, such staffing will generally be required.
- Advertising and promotional plan, as well as statements regarding various aspects of the Event Management Plan (admissions policy, etc.) that will be reflected on all promotions. The advertising and promotional plan must be approved prior to any publicity. Off-campus advertising is generally not permitted; requests must be reviewed and approved by SAO. Advertising should communicate policies relevant to the event, including who is permitted, time after which no additional guests will be admitted, and items not prohibited or permitted. Events where it is reasonable to assume that pre-gaming may be an issue should include the phrase “Intoxicated individuals will not be admitted” on advertising.
- Bars can be a very hectic area within a party, which can make it difficult for bartenders to remain vigilant and organized. Event Management Plans must identify what strategies will be used at the bar to help bartenders to communicate with one another effectively and identify and monitor guests who may be problematic or whose rate of drinking should be monitored more closely. Potential strategies include closing the bar briefly on a regular schedule, enlisting the help of the manager assigned to the bar in keeping a watchful eye for problematic guests, or staggering bar shifts to enable information to be passed effectively.
- Specific description and review of means of identifying all managers, coordinators, and bartenders.
- Protocols for bags and bag-checking: It is strongly recommended that bags not be allowed. All bags MUST be inspected upon entry. The University is not responsible for any lost or stolen bags.
- Door closing and end of event protocols must be detailed.
  - Entry/reentry must end by 30 minutes before close of the event to allow exterior areas to be cleared prior to ending of event and clearing of interior and to enable all managers to begin to focus on the end of the event rather than still permitting/screening guests. Lights should go on and music be turned down 10-15 minutes before stated closing time of event so that guests begin to leave on their own; student organizers and assigned security staff should begin at the back of the venue to move guests out at stated closing time.
  - Last-call for alcohol service must be thirty minutes before the end of the event. For class F functions, this will always be at 12:30 AM. For all other events with alcohol (commonly referred to as cocktail parties), this will be at 1:30 AM if the event goes until 2 AM. Alcohol service must end fifteen minutes after last call – 12:45 AM for Class F events, 1:45 AM for cocktail parties.

# FUNCTION MANAGEMENT PROTOCOLS

## Social Function Managers and Their Responsibilities

All event coordinators and social function managers must be certified through training facilitated by the SAO. Trainings are held on Thursdays at 12 pm in Petteruti Lounge.

Coordinators and managers are held responsible for: proper conduct at the event, cleaning-up and closing of the space, any damage to University property, cooperation with University staff and Providence officials, and observing the rules of the University. Event coordinators and social function managers shall continuously supervise the function as well as enforce all policies and regulations, including those pertaining to alcohol and other drugs, fire safety, and the general safety of guests and University property. As such **ALL MANAGERS AND EVENT COORDINATORS ARE PROHIBITED FROM DRINKING BEFORE OR DURING THE EVENT** (i.e. until the last guest has left and any post-event responsibilities have been completed). In addition, the coordinators and managers must be clearly visible and in close contact with bartenders and other members of the organization running the function.

All social functions are required to have a minimum of five (5) social function managers for lounges and if there is an upper landing an additional social function manager must be added requiring a minimum of (6) social function managers. However, for events of 150 or fewer, one of the coordinators may be able to serve as one of the two managers at the main entrance (please reference the scale provided under “Planning the Social Function” above).

At the request of the student management or when deemed appropriate by the University, professional event management staff may be hired to supplement/support student managers in their responsibilities.

Staff assignments (whether they be student social function managers or professional event management staff) must ensure the following areas are monitored throughout the event:

- ◆ Main Entrance: There must be only one point of entry for guests with the exception of facilitating access for guests with a mobility disability. A minimum of two (2) social function managers are required to manage the door.
- ◆ Bar(s) to ensure that only those of age are gaining access to drinks (Note: age should be reverified as appropriate, and wristbands and stamps should be checked for tampering).
- ◆ Restrooms
- ◆ Upper landing (when applicable, will necessitate a sixth manager).
- ◆ Every potential exit or entrance to the event must at least be monitored, including any border areas in which the space reserved for the event meets otherwise occupied space (such as residential areas or portions of buildings that are restricted at that time).
- ◆ “Roaming Managers”: The “roaming managers” are responsible for continuously circulating throughout the event to monitor the overall event and fill in for other managers when they require a brief break. (Note: in effect, event coordinators generally serve as “roaming managers.”) The number of roaming managers should be increased with the size of the event.

It is important to keep in mind that the coordinators and managers should not be the only ones to know or adhere to policies, procedures, and laws. In fact, every member of the organization should bear the responsibility of educating themselves as to policies and carrying them out. This awareness will allow the event to be run smoothly according to University policy and will facilitate accurate communication of these policies to students attending social functions. Uniformity in social function planning and management will ensure that both the event coordinators and social function managers and those who attend will do so with the same set of expectations. This approach further empowers student organizations to refuse admittance if necessary, or insist that unruly students leave in the name of enforcement of uniform University policies and procedures.

Any students who have been asked to participate in the management of the event (monitors, etc.) must also refrain from drinking before or during the event until they have completed their duties for the evening. Not only does the consumption of alcohol impair their judgment, it also sends a very clear message that they are not too concerned about what they are doing.

## **Admission and Managing Entry**

### **Admission Policies**

Point of entry procedures for checking IDs must be followed. Student monitors should be assigned to check IDs. An adequate number of monitors should be assigned to the point of entry to effectively facilitate the required admission procedures. Ticket sales, wristbands, etc. must be handled by additional students beyond the managers assigned to the door, who have responsibility for the guest log, capacity and oversight of protocols.

All Social Functions must identify their Admissions Policy. Three standard options exist; exceptions can be made by the Director of Student Activities:

1. Members/Invited Guests Only: A limited invitation list specifying the names of those invited. List of invited guests must be submitted with Event Management Plan (final list must be submitted by 12 noon the Thursday before the event). Only those on the list may be granted admission.
2. Brown/RISD only, which includes Brown students bringing a specified number of guests (see below).
3. College ID only (permitted only in non-residential venues for events sponsored by city-wide student organizations or by special permission received from the Student Activities Office), which includes the ability for Brown students to bring a specified number of guests (see below). For College ID only events, students who are not Brown/RISD students but who attend schools whose organizations/members are participating in the sponsorship of the event must show ID at the door and sign in and out of the guest log. These students do not need a Brown host to sponsor them.

Any event serving alcohol for which a Class F license is not required must have members/invited guests only as its admission policy.

Social functions hosted in residential venues (except Arnold Lounge) are limited to Brown/RISD students only plus guests of members. It is recommended that only members of the sponsoring organization be allowed to have guests at these venues.

### **Point of Entry Procedures**

Brown/RISD students are required to present IDs at the door.

All guests must legibly sign in and out of the guest log have a host from Brown sponsor them [band members, DJs, etc. should also meet all the requirements of guests]. Organizations may also decide to require all guests to keep their ID at the door; however, this may cause difficulty with being able to re-verify age at the bar. The name of the Brown student should be recorded next to the guest's name. "Sponsoring" means the Brown student takes responsibility for their attendance at the function. It is strongly recommended that the group uses a limit of two guests per Brown host. The time of their entrance and exit should be noted.

Anyone who is visibly intoxicated must not be allowed into the event. A record of the entry refusal must be made in the guest log.

No containers, bottles or cans are allowed of ANY KIND (water bottles, coffee, etc.) are permitted to enter or exit an event. Groups may choose to permit individual sized plastic bottles or cans of nonalcoholic beverages provided they verify that the bottle or can has not been opened prior to admission.

If tickets are sold in advance, IDs must be checked at point of sale and tickets must state that ID will also be checked at the door in addition to other relevant policies. Tickets must be numbered; groups may not sell more tickets than the capacity of the event venue.

It is strongly recommended that no re-admission be permitted for events with less than 300 guests; for events over 300, there must be no re-admission.

### **Guest Lists and Event Logs**

In order to help protect your organization from liability or potential consequences in the event of a complaint or an alleged violation, it is required that organizations maintain a guest list (especially of non-Brown guests). An event log noting significant or unusual occurrences is recommended. The list and the log should be monitored by a responsible Brown student, preferably a social function manager, throughout the event. The guest log will be submitted to the SAO Evening Event Manager at the end of the event or brought to the Student Activities Office by 12 noon on the first business day following the event. The SAO will keep them on file; logs or lists kept by an organization will have less validity should an issue arise where they would provide valuable information as tampering is possible.

## **Monitoring Attendance Levels**

The scale of the number of social function managers to guests is the minimum number that the University believes can realistically be expected to manage a social function effectively. Every effort must be made to keep attendance at a manageable level (the original anticipated attendance is a good guideline for this as it is the attendance for which planning has occurred), and FIRE CAPACITY MUST BE ADHERED TO AT ALL TIMES. To aid in the accuracy of keeping track of attendance, the SAO has handheld counters that may be signed out.

For ticketed functions organizations may only sell as many tickets as the venue holds. Tickets should be numbered to help ensure that too many tickets are not given out. For invite-only functions organizations may only invite as many people as the event space holds.

## **Overcrowding Protocols**

As overcrowding would be considered a major violation of these procedures, additional information and strategies may be found under “Major Social Function Management Issues and Violations” below. When overcrowding is identified, groups should implement the following protocols:

- ◆ Contact the SAO Evening Event Manager (Tuesday through Saturday evenings) and/or the Department of Public Safety for assistance.
- ◆ Further admittance should be discontinued immediately,
- ◆ Immediately close any food or beverage service,
- ◆ Turn off any music,
- ◆ Explain the situation and begin asking people to leave, and
- ◆ Provide refunds to anyone who was asked to leave.

## **Alcohol Service**

All bartenders must be at least 18 years of age and must be certified through training facilitated by the SAO. There should be enough certified bartenders to allow them to take shifts. If a bartender gets tired or distracted, he/she is less likely to notice whether the person being served is intoxicated. It is recommended that the Social Function Manager assigned to the bar be a consistent person that can assist the bartenders with the transference of information between bartender shifts.

**ALL BARTENDERS ARE PROHIBITED FROM DRINKING BEFORE OR DURING AN EVENT UNLESS THEY HAVE COMPLETED THEIR DUTIES FOR THE EVENING.**

**EVENT COORDINATORS AND SOCIAL FUNCTION MANAGERS ARE THE IDENTIFIED “SOCIAL HOSTS” FOR DURATION OF THE EVENT. THEY ARE PROHIBITED FROM DRINKING BEFORE OR DURING AN EVENT UNTIL THE LAST GUEST HAS EXITED.**

## **The Rhode Island Liquor Liability Act**

In Rhode Island the legal age for purchase, service to and consumption of alcohol is 21 years of age. Since the vast majority of undergraduates at Brown are under the legal age of 21, it is important that you be aware of the Rhode Island Liquor Liability Act’s provisions for both “negligent” and “reckless service” of alcohol.

“Negligent service” of alcohol is when you “know or if a reasonable and prudent person in similar circumstances would know that the individual being served is a minor or visibly intoxicated.”

“Reckless service” is when you intentionally serve an individual when you know the person being served is a minor or visibly intoxicated.

**IN BOTH INSTANCES, THE SERVER IS LIABLE FOR DAMAGES PROXIMATELY CAUSED BY THE CONSUMPTION OF LIQUOR.**

The Act reads such that you may be responsible even if most of the guest’s drinking occurred elsewhere.

## **Brown University Policies and Procedures**

- **Health and life come first in all situations. If you believe a person may need medical assistance for any reason, do not hesitate to call the University’s emergency line (863-4111).**

- A social function manager should be located at the bar to ensure only those of legal age are obtaining drinks. The manager should reverify age, as appropriate, and ensure that wristbands and stamps have not been tampered with.
- If alcohol is being served and money is being collected for any reason (T-shirt sales, admission fee, etc.), city licenses are required and their must be a minimum fee structure of \$3 at the door and a \$1 per drink.
- Social Functions with alcohol may only be held after 5 PM on Fridays and through 2 AM on Sunday morning; during Spring Weekend, events with alcohol where food is a significant presence may be permitted on Sunday afternoon. All Friday and Saturday functions must close by 2 AM. **Alcohol service must end at 12:45 AM (so drinking ends by 1 AM) for events that qualify for a Class F license** (events where alcohol will be served and money will be collected at the event for any reason).
- Only one drink may be served to a person at a time.
- Alcohol above 80 proof, keg beer, beer balls, large scale containers of alcohol, Jell-o shots, bottled beer, and drinking games are prohibited. If you serve punch (alcoholic or non-alcoholic), you must have a sign clearly identifying all contents, and it must be monitored by the sponsoring organization from either behind a bar or other service area to ensure that its contents are not altered in any way that endangers others.
- Alcohol must always be attended. No guest, including members of the sponsoring organization, may be permitted to serve themselves. Alcohol should remain within the event space at all times – nobody should enter or leave with open containers of alcohol. As a practical matter, if people are allowed to wander away from the place of service and out of sight of those responsible for it, they can more easily share the alcohol with minors. Managers and other volunteers should look out for and dispose of unattended beverages throughout the event venue as they may have been tampered with and/or may be consumed by underage individuals.
- The amount of alcohol present at an event sends a very clear message about the nature of the event. For this reason, “Bring Your Own” is not permitted. Organizations should seriously consider the relationship between the amount of alcohol present and safety and liability concerns. We recommend that organizations determine a reasonable amount of alcohol available for an entire event in relation to the number of drinks available per 21 + attendee. Remember that 1 drink = 12 oz of beer = 4 oz wine = 1.5 oz of hard alcohol.
- Non-alcoholic beverages and food must be in ample supply and placed in a prominent location.

### **Additional Point of Entry Procedures When Alcohol is Served**

For alcohol service, a valid driver’s license, passport, or official form of ID must be produced as proof of legal age; Brown and other college IDs are not acceptable. Those of legal age must be clearly marked either by wristbands or hand stamps. For events with alcohol, it is strongly recommended that groups use wristbands to identify students of legal age. Wristbands can be obtained through the SAO.

For both wristbands and hand stamps, organizations must not have a predictable pattern of using certain colors or stamps at their events. If hand stamps are used, they must be very difficult for guests to reproduce, should look different when reversed to minimize guests transferring wet stamp marks to other guests. Wristbands are only effective if they are placed on guests’ wrists by event organizers; they should be tight enough to prohibit guests from slipping them off (and giving them to other guests) without being uncomfortable.

## **PROTOCOLS FOR VIOLATIONS**

The Student Activities Office (SAO) registers and reviews all social functions with the goal of empowering and supporting student event coordinators and social function managers to plan and offer events that are both fun and safe. University policies and procedures exist as an invaluable tool to students in this effort. SAO staff are available to assist organizations in effective function planning and management, including the availability of the SAO Evening Event Manager on Friday and Saturday evenings.

Violations of these Social Function Planning and Management Procedures will be handled according to the following protocol by the SAO. Files and communications related to the following protocols are maintained in SAO, separate from the University’s non-academic discipline system. That being said, it is important to keep the following in mind:

- ◆ If an event violates other University policies and procedures or if the Department of Public Safety issues an incident report, the matter is referred to the non-academic discipline system which may or may not result in disciplinary action.
- ◆ If a student organization has a non-academic discipline hearing for alleged violations of other University policies and procedures, the SAO is typically asked to provide information related to the history of the organization, which may include its history of managing social functions.

Note: Actions related to the following protocols or the University non-academic discipline system will not result from the decision to call EMS unless blatant violations of University policy are witnessed. If additional policies or procedures beyond the illegal consumption of alcohol are found to have been violated, action related to the additional violations will likely be taken (for example, if someone who has been drinking damages University property and EMS is called, the property damage will likely be addressed through the University's non-academic discipline system).

### **Damage to University Property**

Damage done to University property that results from poor management by the sponsoring organization will result in a formal request that damages be paid by the sponsoring organization. Damage done that could not have been prevented by the sponsoring organization may result in one of the following: (1) a sanction against individuals via the University's non-academic discipline system, (2) a decision by the University to absorb the costs, or (3) a formal request to the sponsoring organization to pay for the damages.

Failure by organizations to submit payment or a payment plan within the specified period of time may result in referral of the matter to the University's non-academic discipline system or the appropriate governing organizations (i.e. the Undergraduate Council of Students, etc.) and/or suspension of the organization's privileges, including eligibility to sponsor events.

### **Minor Social Function Management Issues**

Minor issues with a social function will typically be described as one or more individual issues that undermine the structure of a well organized event. Taken as a whole, these individual issues have not resulted in an event in gross violation of policies and procedures or undermined the safety of guests and University property. These should generally be able to be avoided and/or corrected at the event itself when brought to the attention of the event coordinators by other students or University officials.

Minor issues will be communicated to the event coordinators during or at the conclusion of the event if possible. Organizations should then expect a communication from the SAO during the following week and will be asked to identify corrective strategies for implementation at future events.

Reports of minor social function management issues at future events may then result in a decision by SAO to treat the issues as a "major" violation (see below).

### **Major Social Function Management Issues and Violations**

If the overall event is one that is in gross violation of policies and procedures or has undermined the safety of guests and University property, the SAO will request that the organization respond to the violations in person with a plan for corrective actions. Additionally, all event coordinators, social function managers, and bartenders affiliated will be required to attend certification training again.

If the event is still in progress when major issues are identified, the event coordinators will be informed of the violations. The event coordinators will have the responsibility to implement effective corrective action within 15 minutes or to make the decision to end the event; in either case, the overcrowding protocols identified above under "Monitoring Attendance Levels" may be useful strategies. University officials reserve the right to end an event, particularly if event coordinators and other representatives of the student organization are uncooperative or demonstrate a lack of appreciation for the importance of these Social Function Planning and Management Procedures. If the organization itself determines that major issues are present, they are encouraged to contact the SAO Evening Event Manager (Tuesday through Saturday evenings) or the Department of Public Safety to support a decision to end an event.

Event coordinators, social function managers, or bartenders that are found to have consumed alcohol or other drugs in violation of these procedures must be immediately replaced by other certified individuals, will lose their certification, and will be ineligible for recertification for a period equal to one semester.

Reports of major social function management issues at future events will then result in one or more of the following: (1) referral of the organization to the University's non-academic discipline system or the appropriate governing organizations (i.e. the Undergraduate Council of Students, etc.), (2) suspension of the organization's privileges, including eligibility to sponsor events, or (3) a request that the organization respond to violations in person with a plan for corrective actions. The SAO will base its decision on the appropriate course of action on a variety of factors, including the organization's history, level of cooperation, and appreciation for the seriousness of violating Social Function Planning and Management Procedures.

## Disability-Related Considerations for Events

- All events open to the public or the Brown community at-large should be held in rooms that have wheelchair accessibility as well as access to accessible restrooms.
  - An accessibility map is available on the Facilities web site:  
<http://fm-cad.plantops.brown.edu/482840841/>
  - Contact the DSS office at 863-9588 to ask about the accessibility of a particular space.
- All events open to the public or the Brown community at-large should include a statement in all advertising materials that directs people with disabilities who may need to request accommodations to a contact person for the event. A statement such as the following can be used:
  - “To request special services, accommodations or assistance for this event, please contact (provide name, email address, and phone number) as far in advance of the event as possible.”
  - It is usually reasonable to ask people to request accommodations with some advance notice before an event, provided you have given them adequate time to provide that notice.
  - You will need to make a reasonable attempt to meet all requests, regardless of when they come in; please consult with DSS office if you are concerned that a request cannot be met.
- Contact the DSS office to get support and information about providing accommodations; DSS can help find interpreters, convert materials to Braille, secure lift keys, provide accessibility maps, coordinate services, etc.
- If you are using a space that requires a lift or use of a door without an electronic opener, you may need to designate someone to meet anyone using a wheelchair to assist them in entering and exiting the event.
- Make sure students and staff working at the event are aware of accessible features such as routes that wheelchairs can travel, TTYs, accessible parking, lifts or elevators and accessible restrooms (which sometimes may be in a nearby building).
- Provide students and staff working the event any details surrounding accommodations you are providing for the event. Sometimes policies, practices or procedures may need to be altered to provide access. It will be important for this to be clear up front to avoid any confusion at the event.
- If a sign language interpreter will be used for the event, please inform all speakers that it is appropriate for them to address the person using the interpreter, not the interpreter.
- If you are having a closed event, make sure you still address the needs of any attendees that have disabilities.