

## **Roles and Responsibilities at Social Functions**

### **Event Coordinators, Social Function Managers, and Student Bartenders**

*Note: this may vary if the bartending services are being coordinated by a third-party vendor. If such a vendor will be present, changes in the following should be specifically identified in the Event Management Plan.*

Students are responsible for the entry point and interior of the event (including bars, if applicable) and for providing an effective organizational structure for any lines of guests waiting for entry into an event. More specifically, some of their responsibilities are as follows:

- Continuously supervise the function and enforce all policies and regulations, including those pertaining to alcohol and other drugs, fire safety, and the general safety of guests and University property.
- 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.
- Facilitation of pre-event security meeting of all managers, bartenders, and security personnel 30 minutes prior to start of event. Review Social Function plan and roles and responsibilities.
- Obtain and post appropriate licenses from the City, as well as policies for the event that are relevant to guest (for Class F events, signs are available from the Student Activities Office)
- Ensuring admission to the event is only gained by those permitted according to the stated admissions policy, including monitoring, from the inside of the event, other potential entry points to the event.
- Refusing entry to guests who are visibly intoxicated (refer to SAO recommendations); DPS should be readily available to intervene if a student becomes belligerent or does not comply with your denial of entry.
- Ensuring legal capacity is adhered to and the fire safety checklist is completed.
- Monitor safety of guests in and around restrooms.
- At stated closing time of event, clear interior of event (lights should go on and music be turned down 10-15 minutes prior to close so people begin to leave on their own).
- When alcohol is served, checking for 21+ identification and identifying those individuals appropriately (wristbands provided by SAO preferred); ID must be reverified at the bar and floating managers must be assigned to ensure only those with proper identification are drinking. Spot checks are encouraged.
- All other responsibilities assigned to student coordinators, managers, and bartenders by the Event Registration Policy and Social Function Planning and Management Procedures.

### **Student Activities Office Evening Managers (Tuesday through Saturday nights ONLY)**

The Evening Managers are responsible for representing the University administration in the oversight and coordination of social functions and other registered events held Tuesday through Saturday nights, as well as major events on other days/times. Their role is to interpret and communicate policy, advise student coordinators/managers and provide event management and planning expertise on-site, and to maintain effective communication and cooperation between students coordinators/managers and DPS. Typically, Evening Managers are not assigned to specific events but rather monitor all events on a given evening, so their role is meant to support the staff and students officially assigned to an event.

Responsibilities include:

- Serve as a campus resource for resolution of event-related issues and queries.
- Serve as a liaison between Department of Public Safety (DPS), Administrator on Call, Fire Safety, Facilities Management, the Student Activities Office, and student organizations.
- Meet with Event Managers, DPS officers, and Fire Marshal (if applicable) at the start of each event to review event plan. Check-in throughout the event.
- Work with the Student Activities Office to continue to improve and enhance advising and coordination of student events.
- Submit reports at the close of events.
- Provide on-site advising and support to student programs and event managers.

## Department of Public Safety

DPS staff assigned to the event have primary responsibility for ensuring the perimeter of the event and for supporting the student coordinators and managers as necessary and/or as requested. DPS is not responsible for supervising, overseeing or regulating the consumption of alcohol. Officers assigned to social functions have the following responsibilities:

- Prior to doors opening at an event, sweep the event space with the event coordinators to ensure that all other entry points are secure and student managers are in place, egress points are clear in the event of an emergency, and rooms not being used as part of the event within the building are locked/secured to prevent access. During this sweep, only students working the event and DJs or other event personnel should be permitted to remain. The doors should not open until DPS and the coordinators both agree that the event space is ready and all personnel are in their assigned place. The SAO Evening Managers should also be present and confirm the event is ready to open if he/she is present.
- To monitor and support student coordinator and manager door management protocol. DPS should address guests who become belligerent or who are not being cooperative with student managers/coordinators.
- Ensure guests are not accessing the event from other entry points from the exterior of the event.
- Notify the event coordinators if any violations of University policy or Rhode Island law are suspected; assist coordinators in determining and taking appropriate action.
- Conduct several random checks (approx. one per hour) of the event with the event coordinator and the SAO evening manager, if applicable.
- To directly intervene when requested by the event coordinator, social function managers or SAO evening event manager or when it is reasonable and prudent to do so, including escorting disruptive or intoxicated guests out of the event.
- To identify and report to security supervisors the names of students who fail to comply with RI law.
- To assist in the event of any emergency.
- To contribute to/ensure that one of the officers on duty at the event completes a police report to enable SAO to give better feedback to event coordinators on the management of their event (exploring option of developing a report form)
- Once doors have been closed (generally 30 minutes before the end of an event), student door managers/coordinators and DPS officers should work together to disperse any crowds from exterior of event. This should be done again prior to official end of the event.
- At stated closing time of event, assist student managers in clearing interior of event (lights should go on and music be turned down 10-15 minutes prior to close so people begin to leave on their own).
- Officers should not leave the event until the officers, event coordinators/managers, and, if applicable, the SAO evening manager, agree that the area has been cleared and the event is officially over. Exterior doors should be appropriately secured and checked to assist student managers/coordinators in ensuring no guests reenter after the event is closed.
- To help event coordinators/managers in securing alcohol and/or cash at the end of an event.
- To shut down parties and or close the door to the event when the integrity of the event is compromised and/or guest safety is questioned, including the following situations: excessive noise, unruly guests, event is going beyond the stated time and it is not reasonable or permitted due to policy or law to continue, fire capacity limits are exceeded, or the social function plan has been compromised. These decisions, except in emergencies, should always be made in conjunction with event coordinators and, if applicable, the SAO evening manager. Generally, the protocol is as follows:
  - Minor issues are brought to the attention of event managers/coordinators.
  - Major issues (i.e. those that compromise the integrity of the event and/or guest safety) should be brought to the attention of the event coordinators who then have the responsibility to implement effective corrective action within 15 minutes or to make the decision to end the event.