To: Brown Student Organizations  
From: Joie Steele, Director of Student Activities and the Stephen Robert ’62 Campus Center  
Date: February 1, 2018  
Subject: Holding Events during Spring Weekend (April 27-29, 2018)

Spring Weekend is rapidly approaching and planning is underway. The Student Activities Office (SAO) would like to inform you of some important deadlines for registering your events and remind you of University policy regarding alcohol use.

Event Registration and Alcohol Policy for Spring Weekend

- SAO will consider approval for social events during the following times: Friday, April 27th from 5 PM - 2 AM, Saturday, April 28th from 11 AM - 2 AM, and Sunday, April 29th from 11 AM - 5 PM. Social events may not last for longer than 6 hours. Social events are not allowed outside of these times.

- All events that include alcohol OR that anticipate an attendance of more than 50 persons must be registered with the University. Recognized student organizations including Greek and Program Houses should register events with the Student Activities Office or Residential Life on BearSync by 12 noon on Friday, March 16th, 2018.
  - By events, we mean all gatherings in community spaces, including members-only socials in Wriston lounges, as well as porches and green spaces on Wriston Quad. No exceptions and no impromptu events will be allowed.
  - Just a reminder that no events with alcohol may be held in any residential areas.
  - Event registration is usually for events of 100 or more; this number has been lowered to 50 for Spring Weekend. Event registration forms and other helpful information is available at brown.edu/go/SAO-event-planning or the SAO.

- Large events will require the presence of professional event staff to manage the doors and bartending services. The SAO and Residential Life will work with groups to determine what staffing may be necessary.

- Requests for events with alcohol will only be approved if food and nonalcoholic beverages are provided in sufficient quantities. All events with alcohol must be held in approved student event spaces. More information is available at brown.edu/go/SAO-event-policy.

- As usual, all University policies and state/city laws must be observed. Alcohol above 80 proof, shots, kegs, beer balls, large containers of alcohol (punch bowls etc.), Jello shots, bottled beer, and drinking games are prohibited. Carrying open containers is illegal and beverages must be served to guests. During Spring Weekend, the legal drinking age is still 21 years old.

- Alcohol is not allowed on patios.

- Organizations are responsible for cleaning up their event space. Indoor furniture is not to be moved outside.

- Any social event that experiences a false fire alarm will be shut down.

- All groups must submit an overview of their advertising plan and copy of their promotional materials when they submit their registration on or before March 16th. Event advertising must include information about admission policies. Off-campus advertising of any Spring Weekend social event is prohibited.

We are looking forward to working with your group to plan an enjoyable and safe Spring Weekend. If you have any questions, please contact Ana Barraza (Ana_Barraza@Brown.edu).