

## Claremont McKenna College Event Hosting Guidelines

The following guidelines are designed to assist students who wish to host an event on campus, including events at which alcohol will be served. Students are encouraged to make responsible and lawful choices regarding social and community building activities on campus while minimizing high-risk behaviors, including those associated with the use of alcohol and illegal substances. Claremont McKenna College does not endorse nor condone activities that encourage the abuse or unlawful use of alcohol or illegal substances and does not support activities focused primarily on alcohol rather than on community and positive social interaction.

### Overview

To help students host responsible and safe events, the College requires that most student-planned events held on campus be registered with the Dean of Students Office. Events which must be registered include:

- events held in any College building (including the residences halls);
- events held outside; and
- events at which alcohol will be served.

NOTE: Due to the nature of private events, they do NOT require registration with the Dean of Students office. Private events are defined as events which are safely contained to a student's individual room or apartment. Private events may not be advertised and may not receive ASCMC or College funding. *Events held in a residence hall lounge are not private and must be registered with the Dean of Students Office.* If the event is disruptive or if it is determined that the size of the event is not safely contained in the space, the event may be disbanded by Campus Safety, a Resident Assistant or other College staff member.

### Event Registration

To register an event, the Event Hosts must complete an "Event Registration Form," available in the Dean of Students Office and on the Student Activities web page (<http://cmc.edu/dos/sao/forms.php>) and participate in an event registration meeting with the Assistant Dean of Students/Director of Student Activities or designee (hereafter referred to as "Assistant Dean"). The purpose of the registration meeting is to discuss the planned event, review these Event Hosting Guidelines, discuss risk management issues, determine the approved amount of security and alcohol (if applicable) and inform the Event Hosts of any additional signatures needed to complete the registration process.

**Event Types:** Events fall into one of the following categories and must be registered in advance according to the time frames indicated. Note: the sooner you come in to discuss an event the better.

#### **Type 1 (Small Scale Event):**

- Attendance may not exceed 100.
- Attendance is limited to CMC students and their invited guests only. Guests must have a guest pass.
- Type 1 events are held in a residence hall lounge or an apartment and the event must be contained within the registered space; no part of the event may be outside. (Regardless of the event's expected attendance, if any part of the event will take place outside it must be registered as either as a Type 2 or Type 3 event.)
- If alcohol will be present, no more than the equivalent of one keg will be permitted and all alcohol must be kept within the residence hall lounge or apartment.
- Type 1 events must be registered **at least** 48 hours/2 business days prior to the event (i.e., no later than Wednesday at 4:00 pm for an event held on Friday, Saturday or Sunday).

**Type 2 (Medium Scale Event):**

- Expected and actual attendance may not exceed 250.
- Attendance is limited to CMC students and their invited guests only. Guests must have a guest pass.
- Type 2 events may be held in a residence hall lounge or an apartment including the area immediately outside the lounge or apartment, McKenna Auditorium, or approved outside location.
- Security is required.
- If alcohol will be served and any portion of the event will take place outside, fencing will be required.
- Type 2 events must be registered **at least** two weeks prior to the event.

**Type 3 (Large Scale Event):**

- Expected attendance will exceed 250.
- Attendees may be a CMC student or a student registered at one of the other Claremont Colleges and their invited guests only. Guests must have a guest pass. If the event is registered as more than a CMC-only event, the event description should indicate which of the other colleges are permitted to attend.
- Typically, Type 3 events are held in approved outdoor locations or in McKenna Auditorium; they may not be held in a residence hall or apartment.
- Security is required.
- If alcohol will be served and any portion of the event will take place outside, fencing will be required.
- Type 3 events must be registered **at least** two weeks prior to the event.

**Hosts**

All events must have at least two Event Hosts who are responsible for managing the event. Events at which alcohol will be served require three Event Hosts, two of whom must be 21 years old or older. All of the Event Hosts must sign the Event Registration Form and at least two of the Event Hosts must participate in the registration meeting. Responsibility for managing an event and following College guidelines and expectations rests with all of the Event Hosts.

**Event Hosts are expected to:**

- **Be present for the duration of the event and not consume alcohol preceding or during the event.**
- Ensure that the event and guests comply with College policy and local, state, and federal laws. If violations are found, the Event Hosts will be expected to address the situation immediately. See the CMC Alcohol Policy in the Claremont McKenna College *Guide to Student Life*.
- Have a copy of the approved event registration form available at the event and present it to event security, Campus Safety staff, or a Dean of Students staff member, if requested.
- Seek help from event security or Campus Safety if the Event Hosts are unable to safely manage or oversee the event. This includes ending an event early if, in consultation with event security, Campus Safety, or a Dean of Students staff member, it is determined to be necessary to ensure the safety of guests.
- Ensure that noise stays within a reasonable level. If a noise complaint is received by Campus Safety the Event Hosts will be notified and will be expected to lower the volume. If a second complaint is received, Campus Safety may require the event be ended. Note: If a local law enforcement agency receives a noise complaint they may respond and issue a citation to the Event Hosts and/or may require that the event be ended. Disciplinary action may result if the Event Hosts fail to adequately address noise complaints.
- Ensure that the number of people present does not exceed the approved number for the event type registered. Note: individuals immediately outside of an event count toward the approved attendance for the event.
- Clean up the event location generally within two hours following the event and return it to its pre-event condition. This includes removing all decorations and returning all furniture to its original location. If the College determines that additional custodial service is required following an event, the Event Hosts will be billed for that service. If no one takes responsibility for damage that occurs to College property as a result of an event, the damage costs will be billed directly to the Event Hosts. Damage or cleaning bills not paid

within sixty (60) days will be billed to the Event Hosts' student accounts. Note: nails, staples or other items that might damage building surfaces should not be used for event set-up or decorations.

- Ensure that all borrowed equipment or supplies are returned in a timely manner and in the same condition in which they were borrowed.

### **Event Management**

During the registration meeting the Assistant Dean will review the event management issues and needs including: event security, fencing, bathroom facilities, etc. A meeting with the Assistant Dean, the Event Hosts and the Director of Campus Safety is required for all Type 3 events to review safety and overall event management plans.

**Event Security:** Event security is required for all Type 2 and Type 3 events at which alcohol will be served (and may be required for a Type 1 event). Event security may be required for an event at which alcohol is NOT served if the nature and size of the event warrants it. The amount required will be determined by the Assistant Dean based on the type and nature of the event being registered. Payment for event security is the responsibility of the Event Hosts.

**Fencing:** Fencing is required for any event at which part, or all, of the event will be held outside and at which alcohol will be served. The type of fencing and the fencing plan will be reviewed and approved during the registration meeting. Payment for fencing is the responsibility of the Event Hosts.

**Emergency Services Support:** Depending on the size and nature of the event the Assistant Dean may require that paramedic and ambulance support be available at the event. Events with expected attendance of over 750 may necessitate paramedic and ambulance support. Payment for emergency support services is the responsibility of the Event Hosts.

**Restroom Facilities:** Adequate public restrooms must be available for all registered events. Public restrooms are those which are available to guests without the need for a key or key card access. If appropriate restroom facilities are not available for the nature of the event being registered, portable restrooms may be required. Payment for portable restrooms is the responsibility of the Event Hosts.

### **Event Publicity and Advertising**

All event advertising and publicity should accurately describe the nature of the event and should not mention alcohol directly or indirectly, nor use alcohol as an enticement. Any advertising or marketing associated with the event must be consistent with the details of the event as it was registered with the Assistant Dean.

### **Alcohol**

Events with alcohol may be held any day of the week during weeks in which classes are held with the permission of the Assistant Dean. Generally, events are approved for durations of four hours or less. The Assistant Dean may make an exception to this time guideline to allow an event to be held for a period longer than four hours. The decision to grant such exception will be based on a number of factors including staffing, availability of security, the nature of the event, the location of the event and scheduling issues. Events held Sunday through Thursday must end by midnight and events held on Friday or Saturday must end by 1:30 a.m. unless otherwise restricted. No events may be held or registered once Quiet Hours have begun at the end of each semester.

**Amount:** If alcohol is to be served at an event, the amount and type of alcohol permitted will be determined by the Assistant Dean during the registration meeting. This determination will be based on the number of expected guests 21 years of age or older, the length of the event, and the venue/location. Generally, the approved amount will be the equivalent of one drink per hour per guest 21 years of age or older, for the duration of the event, not to exceed four drinks per person. Any alcohol present at an event not approved by the Assistant Dean will be confiscated and may be grounds for the event to be disbanded immediately upon

discovery. The Event Hosts must provide an appropriate amount of attractive non-alcoholic beverages and food for the entire duration of the event.

**Type:** Kegs are permitted on campus Thursday through Saturday only. Beer in cans may be registered on other days. Hard alcohol and glass containers are not permitted. Exceptions to the “no glass” policy may be made to allow for the service of wine or champagne at the discretion of the Assistant Dean. No more than six (6) total kegs (or the equivalent servings of alcohol) are permitted per weekend (Thursday through Saturday) and only one keg may be registered on Thursdays. Individuals may not bring their own alcohol to an event and may not remove alcohol served at the event from the event venue.

**Funding:** The purchaser of the alcohol must be 21 years of age or older and must also be one of the Event Hosts. Alcohol cannot be sold at any event without an appropriate State license; entrance fees or tickets and the collection of money at an event which is used to reimburse those who purchased the alcohol is considered “selling.” A temporary liquor license or use of a properly licensed bartender or catering service is required for any event at which a fee is charged to attend the event and at which alcohol will be served.

**Servers:** Individuals serving the alcohol may not consume alcohol preceding or during the event. The servers’ names should be indicated on the Event Registration Form. In some circumstances, professional bartenders or other trained servers may be required at the expense of the Event Hosts. The Assistant Dean will review this with the Event Hosts during the registration meeting.

#### **Attendance and Guests**

Currently enrolled CMC students and their invited guest may attend an event on campus. Only one guest per student is permitted. Students must present a valid CMC ID to enter an event and their invited guest must be present with their CMC host and present a guest pass. Guest passes are available from the Resident Assistants and the Assistant Dean. If an event is open to any of the other Claremont Colleges and their invited guests, the student must present their ID from their home institution and their guest must provide a legal photo ID as well as a guest pass from their host’s home institution. If the event is a CMC-only event and the invited guest is a registered student at one of the 5C’s the invited guest must show their ID from their home institution. If alcohol will be served at the event, individuals who wish to consume alcohol must also present a valid, government-issued photo ID. Students are responsible for the behavior of their guests while on campus. See the College’s Guest Policy in the *Guide to Student Life* for more information.

*Approved August, 2011*