

## How to Plan a Successful Bar Party

- There are two types of parties:
  - 1. Restricted: A closed event of reasonable size (must be under 300) that is not advertised to campus (membership plus one or two)
  - 2. Unrestricted: An open party, 21 and over
  - See formal definitions of above in Off-Campus Events – Bar Buses Policy
- The Bar Night Review Committee (a group of staff and students which reviews bar bus proposals) uses the 'common sense' rule to determine which is which.
- Bar Buses should only be used to transport members of the University community. Events that allow individuals who are not members of the University community to take buses from IT or to be picked up from another campus will not typically be approved by the committee.
- There are two types of buses that you can reserve for your events: (1) First Transit buses (University of Rochester, white charter buses; 1 bus seats 33 people) and (2) Monroe Buses (Big yellow school buses; 1 bus seats 44 people). The committee will make the final decision on what buses should be used for certain events, but normally any event over 150 people will be required to use Monroe.
- Group leaders are responsible for the management of the night. Here is a common shift set-up that has proven effective and manageable for an Unrestricted Bar Night:
  - Two people checking UR ID and government-issued IDs and giving tickets\* (10:00pm-12:00am)
  - One person outside checking tickets before students get on buses (10:30pm-12:30am)
  - One person remains at IT to ensure students' return runs smoothly (12:30am-2:30am)
- \*Tickets- You need to use tickets to denote whose ID you have checked, and regulate how many people can get on the bus when it comes (i.e. give out only the number of tickets that your bus can accommodate). Organizations may propose alternate crowd-control management systems, but raffle-style tickets have been used effectively.
- Watch for students taking a ticket, giving it to an underage friend, and trying to obtain a new one.
- **Do not** allow students to ride to the bar after midnight. The buses will **not** be allowed to loop from IT to the bar after midnight, only from the bar back to campus.
- The **only** drop-off location is IT. Make sure the members of your organization and attendees know that no stops will be made to any residential areas.
- Keep the area where you check IDs separate from where students get on the buses. Reserving a table and chairs from Facilities is easy and requires minimal effort on your part. They will bring them to IT well before the start of your event, and they will come pick them up in the morning.
- Average Cost of a Unrestricted Bar Party (ex.) Senior Night:
  - 3 Monroe Buses: \$900
  - Security Detail: \$160
  - TOTAL: \$1,060
- Inform your attendees on the importance of responsible behavior.
- There can only be **one** Unrestricted Bar Party per night, and proposals must be submitted to the committee two weeks prior to your event date. Therefore, the sooner you get your proposal in, the more likely you will be approved for the date you requested.
- The completed form must include your advisor's signature before it can be reviewed by the committee.
- Failure to follow the Bar Buses Policy and the Committee's specific recommendations for your event may result in your group being banned from hosting events and being referred to the disciplinary process. It will also endanger the future of the Bar Bus program. Follow the policy!