

Event Responsibility Agreement

I understand and will oversee the enforcement of the following regulations:

1. No persons under 21 years old will be served or permitted to drink alcoholic beverages at this event.
2. No alcoholic beverages will be served before 12:00pm or after 1:30am.
3. [My organization and] I will be responsible for the behavior of guests.
4. I have a copy of the University of Rochester's Alcohol and Other Drug Policies and accept my [and my organization's] responsibilities in advertising and serving alcoholic beverages.
5. If at any time during this event an individual and/or group becomes disruptive [my organization and] I will immediately notify security to handle the issue. **As safety allows, I may attempt to verbally de-escalate the situation, however, [my organization and] I will not physically intervene in any incident.**
6. I have a copy of the "Responsibilities of the SWARM Monitor" www.rochester.edu/uhs/swarm/ (SWARM has its own page), and will share them with the Monitors for this event. Monitors must follow all responsibilities that were outlined in the SWARM Training Program.
Please Note: If your event is a *University-approved* caterer, Monitors are *not* required.
7. Food and non-alcoholic beverages must be provided in sufficient quantities to serve the number of guests expected (i.e., at least one serving of each per person). These items must be in plain view and available throughout the duration of the event/function.
8. Controlled substances will not be allowed at the event.
9. [My organization and] I will be responsible for getting prompt medical care for any individual who is found to be intoxicated at this event. Proper medical care includes notifying University Security.
10. [My organization and I] have received additional information about the area reserved for the event, if applicable. [My organization and] I agree to follow the rules of the area where the event is being held.
11. University Security may end the event at any time if they determine that these rules are not being followed or if in their opinion the event is unsafe. University Security will end the vent if fire exits are blocked or if the occupancy limits are exceeded during the event.
12. This form will be posted next to where the alcohol is being served.

I accept responsibility for my [my organization's] compliance with the Alcohol and Other Drugs Policy and understand that [my organization and] I may be held responsible for policy violations.

Applicant(s) Signature(s)

(date)

(phone)

Advisor

(date)

(phone)

Responsibilities of the SWARM Monitor

1. Must not consume any drugs or alcohol either before or during the event
2. Be present throughout the event.
3. Wear the yellow SWARM pinnies provided by the UHS Health Promotion Office.
4. Serve as contact and support person for the Event Manager and for Security.
5. Check in with the Event Manager every thirty minutes during the event.
6. Help control the number of guest admitted. Help make sure the waiting line at the entrance of the event is orderly.
7. Make sure all NYS Laws and UR policies and procedures are followed. Make sure ID's and signs of intoxication are checked before any alcohol is served. At cared events ID's are checked by the bartenders.
8. Make sure alcoholic drinks are not passed along to underage guests.
9. Watch for disruptive behavior before it escalates. Call Security **immediately** if problems arise.
(Dial x13, x5-3333, or 585-275-3333)
10. As safety allows, intervene with difficult guests. You may attempt to verbally de-escalate a situation, however **NEVER** attempt to physically intervene in any incident.
11. Keep party contained in the designated areas. Do not let guests wander around the facility. Make periodic bathroom checks!