

MANAGEMENT OF EVENTS WITH ALCOHOL On the University of Rochester Fraternity Quad

EVENT REGISTRATION

All events/functions that meet any **ONE** of the following criteria must be registered:

1. More than 75 people are expected to be present at any one time. - OR-
2. Use of common container of alcohol or distilled spirits by a third party vendor is being requested. (*Note: The use of common containers or distilled spirits, other than that by a third party, is prohibited at parties.*) –OR-
3. The event is organized by University of Rochester students and is advertised or promoted to University of Rochester students in any manner, including advertisement and/or promotion through online social networks.

The procedures outlined in this document must be followed. The University reserves the right to and may conduct random checks of any event to determine compliance with this policy. Failure to adhere to these procedures may result in termination of the event and/or other disciplinary consequences.

EVENT MANAGER & SOCIAL HOSTS

Except for catered events, individuals or groups must designate an Event Manager who will be responsible for the event and at least one (1) member per every twenty-five (25) persons in attendance to serve as social hosts. The Event Manager must be an officer of the organization.

Trained social hosts, along with the members of his/her group, organization, or affiliated persons, are responsible for ensuring that the event/function complies with all applicable laws, regulations, and procedures outlined in the *UR Alcohol and Other Drugs Policy*¹. At least half of the social hosts must be age 21 or older.

Prior to the event/function, social hosts must successfully complete the Social Host Training, provided by the UHS Health Promotion Office (585-273-5775). You must call the Health Promotion Office at least one week prior to the event to arrange an appropriate time. Responsibilities for the event manager and social hosts are listed in this document.

PROOF OF AGE & CROWD CONTROL

- *Controlling the Service of Alcohol:* Social Hosts are responsible for controlling the service of alcohol through a check of each attendee's proof of age. Procedures for ID checking (wrist bands) and beverage dispensing must be maintained by the sponsoring organization throughout the function. The Event Manager is responsible for posting the Event Registration Form where alcohol will be served. All servers must be social host trained.
- *Persons Under 21:* Alcoholic beverages must not be served or accessible to persons under 21. Cups for underage guests drinking non-alcoholic beverages must be visibly different from those given to the individuals of legal drinking age (e.g. clear vs. red cups).
- *Intoxicated Guests:* Alcoholic beverages must not be served or accessible to persons who appear to be intoxicated.²
- *Occupancy Limits:*³ Occupancy limits, as set by the University Fire Marshal, must be maintained at all times. For registered events, social hosts are responsible for controlling the number of guests permitted at an event/function. University Security may end an event if occupancy limits are exceeded.
- *Event Safety:* Exits and entrances must remain clear at all times.
- *Security Officer ID Checks:* Security officers will check the IDs of a minimum of five individuals per event. If you are consuming alcohol, your ID (University ID or government issued ID) must indicate that you are at least 21 years of age. If guests under 21 are consuming alcohol, the event is subject to termination and/or other disciplinary consequences.

¹ The UR Alcohol and Other Drugs Policy is in the *Handbook on Student Discipline: Conduct Standards, Policies, and Procedures*, which is available from the Office of the Dean of Students and at www.rochester.edu/college/dos.

² An intoxicated individual is someone who is impaired by the effects of alcohol, as indicated by a variety of behavioral cues, including poor judgment, slowed reactions, and loss of coordination.

³ See the University Fire Marshal's web site at www.safety.rochester.edu/fire/RCLimits.html for occupancy limits.

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SERVICE HOURS & LOCATION

- *Service Hours:* In accordance with New York State law, alcoholic beverages may not be served prior to 12:00 noon or after 1:30 a.m. For events ending at 1:30 or earlier, no drinks may be served thirty (30) minutes prior to the scheduled ending time. Some campus areas have more restrictive limits on event time; these limits must be followed.
- *Location:* Consumption of alcoholic beverages is permitted only within areas designated for the event/function.

BEVERAGES AND FOOD

- *Types of Alcoholic Beverages:* Only beer and wine are permitted at organized events/functions. Hard liquor, grain alcohol, laced punches, "Jell-O shots," etc. are prohibited at events/functions, unless the event/function is catered by a third party caterer.
- *Amounts of Alcoholic Beverages:* The amount of alcoholic beverages is based on: (1) the anticipated number of invited guests of legal age (21 years or older), (2) the length of the event/function, and (3) one drink⁴ per hour with a maximum of four (4) drinks for each invited guest of legal drinking age.
- *Common (Bulk) Containers* (i.e., a receptacle for dispensing multiple servings of an alcoholic beverage): Possession or use of kegs or other common containers⁵ is not permitted, except for registered events managed by a licensed caterer/third party vendor.
- *Food and Non-Alcoholic Beverages:* Food and nonalcoholic 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. Food recommendations include: (1) Offer food (e.g., pizza, subs), not just snacks. (2) Limit the amount of salty foods (e.g., pretzels, chips), and (3) Provide a variety of food options. These items must be easily accessible to guests.

PUBLIC ADVERTISING, SALE OF ALCOHOL

- *Promotion/Public Advertising:* Alcohol or alcohol consumption may not be mentioned, implied, or depicted by images or pictures in the public advertising of any event/function.
- *Sale of Alcohol:* The sale of alcohol is prohibited except in those areas appropriately licensed by New York State and only by the license holders.

The "sale of alcohol" is defined as the act of dispensing alcohol through a direct sale, or at a function where alcohol is dispensed and any of the following occur:

- Admission is charged or tickets/memberships are sold.
- Donations are required.
- Items are bartered or traded in exchange for alcoholic beverages.
- Food is sold, even if alcohol is free.
- The purchase of items such as T-shirts, mugs, etc. required as a condition for entry.

⁴ One drink is defined as the equivalent of a 12-oz. bottle/can of beer or a 4 oz. glass of wine.

⁵ A common (bulk) container is a container that exceeds the maximum amounts of 40 ounce container of beer, a 5 liter container of wine, or one (1) liter container of distilled spirits.

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RESPONSIBILITIES OF EVENT MANAGER AND SOCIAL HOSTS

EVENT MANAGER

1. Complete the Event Registration Form. Post the form at the event where alcohol is being served.
2. Do not consume ANY alcohol before or during the event.
3. Meet with the house manager or equivalent officer at least 20 minutes before the event begins for the purpose of reviewing occupancy limits for space, fire safety and access/ egress.
4. Be present throughout the event. Wear the orange arm band provided by Office of the Dean of Students.
5. Make sure the correct number of social hosts are present.
6. Supervise the social hosts during the event.
7. Meet with social hosts EVERY 30 MINUTES throughout the entire event.
8. Abide by the applicable Responsibilities of the Social Host. (See list below.)
9. Make sure all NYS laws and UR policies are followed.

SOCIAL HOSTS

1. Do not consume ANY alcohol before or during the event.
2. Be present throughout the event. Wear the orange arm band provided by the Event Manager.
3. Serve as contact and support person for the Event Manager and for Security.
4. Check in with Event Manager EVERY 30 MINUTES during the event.

Access Control:

5. Help control the number of guests admitted. Help make sure the waiting line at entrance is orderly.
6. Make sure all NYS laws and UR policies are followed throughout the duration of the event.
7. Make sure IDs and signs of intoxication are checked before any alcohol is served. At catered events IDs are checked by the bartenders.
8. Make sure drinks are not passed to underage guests.
9. Security officers will check the IDs of five individuals per event. If guests under 21 are consuming alcohol, the event may be shut down.

Event Safety:

10. Watch for disruptive behavior before it escalates. Call Security at x13 immediately if problems arise or appear imminent. Do not wait for the situation to become a problem.
11. Keep event contained in designated areas. Do not let guests wander around the facility. Make periodic bathroom checks.
12. Check exits and entrances to assure they are not blocked.

RESOURCES

Office of the Dean of Students 275-4085 – River Campus

- Event registration
- Policy administration
- Adjudication and resolution of violations
- Resources for alcohol and other drug-related concerns

UHS Health Promotion Office 273-5775

- Educational workshops/information
- Social Host Training

Wilson Commons Student Activities 275-2330

- For room reservations, caterer information

Security

- **Emergencies/ MERT x13** (#413 – Verizon or Cingular cell phone)
- **Non-emergencies 275-3333**