

APPENDIX A

Procedures Governing the Use of Alcohol at Student Events Held in Common Spaces on Campus

All events sponsored by students at which alcohol will be served must be registered with the Office of Student Activities and Campus Police. The information below explains the policies and protocols related to such events.

These procedures apply to any event held on property owned or controlled by Wellesley College.

The policies and procedures apply to all student events held in College common spaces, including, but not limited to, parties, receptions, dinners, mixers, or other social events sponsored by organizations or individuals associated with Wellesley College.

A. Registration Process:

1. Only officially recognized student organizations or students over 21 years of age may sponsor on-campus events involving alcohol.
2. If alcohol is distributed at an event or otherwise made available, the event must be registered through the Office of Student Activities and Campus Police. The event must be registered no later than 10 business days before the date of the event. Special circumstances may be taken into account to permit late registration at the discretion of Student Activities and Campus Police.
3. Each event with alcohol must have an Event Manager who registers the event and is the primary representative for the purposes of the event. Refer to section B for more details about the Event Manager role.
4. The Event Manager must meet with the Assistant Director of Student Activities (or designee) and the Chief of Police (or designee) to discuss alcohol service, applicable laws and College policies, and appropriate security measures no later than 10 business days before the date of the event.
5. The Chief of Police (or designee) will determine if a member of the Campus Police must be present at an event when alcohol is served or made available.
6. The Assistant Director of Student Activities (or designee) or the Chief of Police (or designee) in conjunction with the Event Manager will determine, based on the number of expected attendees at the event, how much alcohol may be purchased for the event.

B. Event Manager Role

1. To be eligible as an Event Manager, a student must attend and pass the TIPS (Training for Intervention Procedures) and Event Manager training sponsored by the Office of Student Activities. Following the training, a student must have a signed Event Manager contract on file in the Office of Student Activities.
2. If the event is sponsored by an organization, the Event Manager must be a member of that organization.
3. The Event Manager may not consume alcohol eight (8) hours prior to the event or at their event.
4. The Event Manager must be present for the duration of the event. Given the size and scope of the event, the Event Manager (in consultation with Student Activities) may enlist other organization members to assist with some of the responsibilities listed in Appendix A (e.g., entrance and food duties), provided the Event Manager understands that she still maintains responsibility for the event.
5. The Event Manager is responsible for hiring a professional bartender and the TIPS Event Staff members. The Event Manager is responsible for paying the bartender and TIPS Event Staff members with organization funds. TIPS Event Staff may not be affiliated with the sponsoring organization.
6. The Event Manager, with the assistance of Campus Police, will supervise the professional bartender(s) and the TIPS Event Staff.

7. When working with a private bartender, the Event Manager is responsible for securing a signed contract with the bartender and submitting this contract to the Office of Student Activities 10 business days prior to the event. Bartender contracts are available in the Office of Student Activities.
8. The Event Manager will be responsible for posting a condensed Alcohol Policy sign provided by Campus Police near the entrance to the event (at a location agreed upon by the Event Manager, Assistant Director of Student Activities and a Campus Police Officer).
9. The Event Manager is responsible for making sure there is a count of the number of people entering the event and ensuring that the maximum capacity number is not exceeded. (Campus Police will provide a mechanism for counting attendees.) The Event Manager will seek assistance from Campus Police for the evaluation of any attendee who appears intoxicated upon arrival or during the event. Intoxicated attendees should not be allowed to enter, and should be referred to Campus Police immediately (without being left alone).
10. The Event Manager is responsible for ensuring the availability of non-alcoholic beverages and food for the duration of the event. The Event Manager will propose the type of items to the Office of Student Activities and Campus Police for approval.
11. The Event Manager is responsible for submitting an Event Summary Form to the Office of Student Activities 5 business days after the event.

C. Entrance Policy:

1. Guests attending Wellesley College student social events at which alcohol is served must be able to show ID to prove that they are 18 years of age or older; Wellesley College students who are under the age of 18 may attend college sponsored events at which alcohol is served. For all attendees, proof of age may be required with a photo identification card.
2. Attendees may not bring beverage containers to the event except for unopened, non-alcoholic beverages. The Event Manager is responsible for making sure this is monitored at the door.

D. Alcohol Service Area:

1. The Assistant Director of Student Activities (or designee) and the Chief of Police (or designee), in consultation with the Event Manager, will determine the location and set up of the alcohol service area. When necessary, a designated area separate from the main event, will be set aside for the service and consumption of alcoholic beverages.
2. Service of alcoholic beverages requires TIPS (Training for Intervention Procedures) trained and certified people to check identification and wristband attendees as well as a professional bartender to distribute the alcohol.
3. The Assistant Director of Student Activities (or designee) or the Chief of Police (or designee), in consultation with the Event Manager, will determine the number of TIPS Event Staff members and professional bartenders needed based on the nature of the event and the expected number of attendees. It is recommended that at least two TIPS Event Staff members be present for the entire event.
4. The Event manager, with the assistance of Campus Police, will supervise the professional bartender(s) and the TIPS Event Staff.
5. Should the bartender(s) need additional assistance or not show up for the event, a TIPS Event Staff member who is at least 21 years of age may serve alcohol.
6. In most cases, attendees who are under the age of 21 will be permitted inside the service area.
7. Attendees will be allowed to consume a maximum of three (3) alcoholic beverages while at the event. ¹ Service will be refused to attendees who are visibly intoxicated. All alcohol must be consumed within the event space or alcohol service area (when applicable).
8. Alcohol service must discontinue one hour prior to the conclusion of the event.

E. Identification Checking

1. To be eligible as a TIPS Event Staff member, an interested student must attend and pass the TIPS training sponsored by the Office of Student Activities. Following the training, students must have a signed TIPS Certified Event Staff Contract on file in the Office of Student Activities.
2. After presenting the appropriate identification to the TIPS Event Staff, attendees age 21 and over will be given a wristband with three detachable tabs on the band. The wristbands will be distributed at a location agreed upon by the Event Manager, Assistant Director of Student Activities (or designee) and Campus Police. This band enables us to monitor the number of alcoholic beverages served to any one person.
3. The TIPS Event Staff and the Event Manager reserve the right to ask for a second form of identification. Persons presenting an invalid or fake identification may be subject to criminal action. If the individual presenting a fake identification is a Wellesley College student, she may also face additional disciplinary action from the College. TIPS Event Staff presented with an identification card they suspect is fake should consult with Campus Police who may confiscate the identification.
4. TIPS Event Staff will not give wristbands to anyone who appears intoxicated. The TIPS Event Staff member will make a referral to Campus Police immediately having first ensured the intoxicated attendee will not be left alone.
5. TIPS Event Staff may not consume alcohol eight (8) hours prior to the event or at their event.

F. Procedures for Alcohol Service:

1. The professional bartender will control access to alcohol to prevent attendees from serving themselves.
2. The professional bartender will detach a wrist-band tab each time an attendee is served an alcoholic beverage.
3. Wrist-banded attendees will be served only one drink at a time.
4. The professional bartender will not serve anyone who appears to be intoxicated. The professional bartender will contact Campus Police to attend to anyone appearing intoxicated.
5. The professional bartender and Campus Police representatives reserve the right to ask for verification of age at the alcohol service area even if an attendee has an approved wristband.
6. Food and non-alcoholic beverages must be available in the alcohol service area. Recommended food includes pizza, humus, cheese, vegetables or fruit and dip, nuts, and other protein-rich foods. Water should always be available to guests; the Office of Student Activities also has water coolers available for student groups to reserve and use at events.

G. Personal Conduct:

1. Chugging, initiations, or other potentially dangerous drinking games are prohibited.
2. No person shall be coerced, even subtly, to drink or to abuse alcohol.
3. TIPS Event Staff and the Event Manager should alert Campus Police if they see or suspect that someone without a wristband is consuming alcohol.
4. Attendees who appear intoxicated will be referred to Campus Police. Campus Police will determine appropriate response based on the level of intoxication. Response may include: transportation to a medical treatment facility or protective custody for issues of safety.
5. Campus Police will determine on a case-by-case basis, and on the merit of each situation, how to respond to violations of state and local laws and College policies. Campus Police may refer to the Alcohol Hearing Board for disciplinary action any Wellesley College student who violates state or local liquor laws or Wellesley College policy.

H. Ending the Event:

1. Campus Police reserves the right to end alcohol service or the entire event at any time if the event potentially jeopardizes the safety and security of the Wellesley College community.
2. Alcohol service must be discontinued one hour before the official scheduled end of the event.

I. Advertisement and Promotion of Social Events:

1. Advertisement posted on or off campus for social events sponsored by recognized student organizations or sponsored by individual Wellesley College students will make no reference to the specific availability of alcoholic beverages. Promotional materials for such an event may state "21+ bring ID."
2. Promotion of the event must focus on the event itself and not the availability of alcohol.
3. Under no circumstance will any College organization, program, or individual accept sponsorship or endorsement for an event or program from a company that identifies itself as a manufacturer or distributor of alcoholic beverages.

J. Failure to Register Events or Adhere to These Procedures:

First Offense:

1. Wellesley College reserves the right to end or cancel the event at any time.
2. The organization and individuals (e.g., the Event Manager, TIPS Event Staff, etc.) may be referred to the Alcohol and Drug Hearing Board for a Category III violation.
3. As a result of the hearing, the following may occur:
 - 3a. The student organization may be placed on probation for one calendar year. Being placed on probation means being notified that future violation of College policy may result in loss of privilege to register events with alcohol. The Office of Student Activities and Campus Police are notified of probationary status for individuals and organizations.
 - 3b. Organizations may be required to have a debrief and/or educational sanction(s) imposed and may be referred to the Assistant Director of Student Activities.
 - 3c. The Executive Board of the organization will notify all organization members of the charge and sanction.
 - 3d. Educational session must be planned in consultation with either the Health Educator or the Assistant Director of Student Activities within a time period specified by the Hearing Board.
 - 3e. For the implementation of an educational session, the audience would be the organization, with the addition of a member of the Alcohol and Drug Hearing Board attending.

Subsequent Offenses:

1. Wellesley College reserves the right to end or cancel the event at any time.
2. Referrals will be made to the Alcohol and Drug Hearing Board.
3. Sanctions will be determined on a case by case basis by the Hearing Board. The following sanctions may apply, though the Board may impose different or additional sanctions: the student organization may be placed on probation for one calendar year (being placed on probation means being notified that future violation of College policy may result in loss of privilege to register events with alcohol); the Office of Student Activities and Campus Police are notified of probationary status for individuals and organizations.

I. Liability for the Event:

1. Wellesley College assumes no responsibility for any liability incurred as a result of an organization's or individual's violation of this policy, other College policies, or any applicable laws governing the use and consumption of alcoholic beverages.
 2. The College disclaims any intention to assume duties to protect community members from their own abuse of alcohol or other drugs or to protect third persons from the conduct of community members.
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¹. Both research and observation note that the frequency, rate and amount of alcohol use can markedly increase risks to health, safety, academic performance, and overall wellness.* Consequently, it makes sense that any policy regarding alcohol use promotes and adheres to guidelines that support drinking choices that lower these risks. It is difficult to come up with definitive low risk guidelines for alcohol use because alcohol affects every person differently. Some factors that contribute to its differing effects include gender, height, weight, age, ethnicity, attitude, mood, food intake, physical health, other drugs/medication, tolerance, and family history.

In 1999, The Prevention Research Institute analyzed and interpreted information and research from over 250 sources to come up with generalized low-risk guidelines for alcohol use.** Although their guidelines are more conservative for people who are at a higher risk for developing substance abuse,*** their findings for low-risk drinking choices are **0-3 drinks less than daily (0-2 if daily), no more than one drink per hour**. The rate of consumption is important because the average person can metabolize one drink per hour. Consuming two or more drinks in one hour or less is associated with an increased risk for crashes and other impairment problems. Several studies indicate that people who drink more or faster than those guidelines are at a greater risk for health problems, impairment related problems, and developing patterns associated with alcohol abuse.

*In *The Natural History of Alcoholism Revisited* (1995), George Vaillant describes how his ongoing longitudinal study of men finds a strong correlation between drinking more than four drinks per day and having greater reported incidents of health problems. Because alcohol affects women differently than men, it is assumed that number should be rounded down by one drink for women.

Henry Wechsler's "College Binge Drinking in the 1990's: A Continuing Problem-Results of the Harvard School of Public Health's 1999 College Alcohol Study" finds a strong correlation between "college binge drinking" and the increased risk for academic, safety, and overall wellness problems. "Binge drinking" is defined as four or more drinks in a sitting for women and five or more drinks for men. "One drink" is defined as one 12-ounce beer or wine cooler, one 4-ounce glass of wine, or one 1.25 ounce serving of distilled spirits (either alone or in a mixed drink).

**The Prevention Research Institute's Risk Reduction Guide for Higher Education is called *Prime for Life! On Campus Talking About Alcohol* (OCTAA). The Prevention Research Institute is located at 841 Corporate Drive, Suite 300, Lexington, Kentucky 40503. The phone number is (606) 223-3392.

***Although there is conflicting evidence regarding a genetic link to substance abuse, studies of identical twins, fraternal twins, and people who are adopted indicate a significantly higher incidence of substance abuse among children of substance abusers. According to the Prevention Research Institute, the lowest risk choice for people with two or more close blood relatives with a substance abuse problem is complete abstinence.

[Alcohol Policy](#)

[Appendix B: Drug-Free Schools and Campuses Act Codified as Part 86 of EDGAR \(34 CFR Part 86\)](#)

[Appendix C: Applicable Commonwealth of Massachusetts and Town of Wellesley Liquor Laws](#)

[Appendix D: Drug-Free Workplace Act of 1988 \(41 U. S. C. Chapter 10\)](#)

[Alcohol Hearing Board Membership Roles and Responsibilities](#)

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