Appendix A:
Procedures Pertaining to 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 Involvement. These 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 associated with Wellesley College.

A. Registration Process:
1. Student organizations with an Event Manager over the age of 21 may sponsor on-campus events involving alcohol.
   i. The Event Manager is responsible for registering the event and is the primary contact for the event. Refer to section B for the Event manager role.
2. The event must be registered no later than 10 business days (days that offices are open) before the date of the event. Registration includes requesting space in 25Live and meeting with the Associate Director of Student Involvement (or Designee) to discuss alcohol service, applicable laws, College policies and appropriate security measures.
3. The Associate Director of Student Involvement (or designee) will determine the amount of alcohol to be purchased for the event.

B. Event Manager Role
1. To be an Event Manager a student must pass the TIPS (Training for Intervention Procedures) and file a copy of the certificate of completion with the Office of Student Involvement. The student must also sign an Event Manager contract and have it on file in the Office of Student Involvement.
2. The Event Manager must be a member of the organization sponsoring the event.
3. The Event Manager may not consume alcohol eight (8) hours prior to the event or at the event.
4. The Event Manager must be present for the duration of the event.
5. The Event Manager is responsible for hiring and payment of professional bartender(s) and TIPS Servers with organizational funds. TIPS Servers may not be members of the organization sponsoring the event.
6. The Event Manager, with the assistance of Campus Police, will supervise the professional bartender(s) and the TIPS Servers.
7. 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 types of food items to the Office of Student Involvement for approval.
8. The Event Manager is responsible for submitting an Event Summary Form to the Office of Student Involvement 5 business days after the event.

C. Entrance Policy
1. Guests attending Wellesley College student social events where alcohol is served must show valid government issued ID to prove they are 18 years of age or older. All Wellesley College students may attend college sponsored events where alcohol is served, however, only attendees who are 21 years of age or older may consume alcohol. For all attendees, proof of age may be required.
2. Attendees may not bring beverage containers to the event.

D. Alcohol Service Area:
1. The Associate Director of Student Involvement (or designee) and the Chief of Police (or designee) will determine the location and set up of the alcohol service area. When necessary, a designated area separate from the main event will be used for the consumption of alcohol.
2. Service of alcoholic beverages requires TIPS Servers to check identification and wristband attendees and a professional licensed and insured bartender(s) to serve alcohol.
3. The Associate Director of Student Involvement (or designee) will determine the number of TIPS Servers and professional bartenders needed based on the nature of the event. A minimum of 2 TIPS Servers will be needed for the duration of the event.
4. Should the bartender(s) need additional assistance or not show up for the event a TIPS Server who is 21 years of age may step in to serve alcohol.
5. Attendees may consume a maximum of three (3) alcoholic beverages while at an event. Service will be refused to attendees who are visibly intoxicated. All alcohol must be consumed within the event space or alcohol service area.

E. Failure to Register an Event or Adhere to Event Procedures:
1. The student organization may be placed on probation. Being placed on probation means being notified that future violation may result in the loss of privilege to register events with alcohol.
2. Organizations may be required to have a debrief and/or educational sanctions imposed by the Associate Director of Student Involvement (or designee).

F. 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 or association of alcohol consumption with the event. 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, or association with alcohol consumption.
3. Under no circumstances 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.

G. 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.