



## **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 in advance with the Office of Student Involvement. These procedures apply to all student events held in Wellesley College common spaces, including, but not limited to, parties, receptions, dinners, mixers or other social events sponsored by student groups associated with the College.

### **A. Registration Process:**

1. Student groups with an Event Manager over the age of 18 may sponsor on-campus events involving alcohol. The Event Manager is responsible for registering the event in advance 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 College 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, appropriate security measures, and issuance of an Authorization Form for the Service of Alcohol at Student Events Held in Common Spaces on Campus (Authorization Form).
3. The Associate Director of Student Involvement (or designee) will determine the maximum amount of alcohol to be purchased for the event and will provide instructions to the Event Manager on the required procedure for ordering the alcohol through the Office of Student Involvement. The Associate Director of Student Involvement (or designee) will inform Campus Police that alcohol will be served at the event.

### **B. Event Manager Role**

1. To be an Event Manager a student must pass Training for Intervention Procedures (“TIPS”) 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 group 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 and ensure that alcoholic beverages being stored or served are never left unattended.
5. The Event Manager is responsible for hiring and payment of professional bartender(s) and TIPS servers with group funds. TIPS servers may not be members of the group sponsoring the event. Should the bartender(s) need additional assistance or not show up for the event, an Event Manager who is 21 years of age may step in to serve alcohol upon producing proof of identification and securing the verbal permission of the Associate Director of Student Involvement (or designee) in the presence of Campus Police.

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 potable water, other non-alcoholic beverages if desired, and food for the duration of the event. If the food or water runs out, alcohol service must end immediately. The Event Manager will propose the types of food items to the Office of Student Involvement for approval. Food provided should be equivalent to a small meal for each attendee, in sufficient quantity and quality to provide each attendee with the opportunity to follow harm reduction strategies. The food and water should be set up separately from the Alcohol Service area.
8. The Event Manager is responsible for submitting an Event Summary Form to the Office of Student Involvement no later than 5 business days after the event. If this form is not submitted within 5 days of the event, the student group will not be permitted to host future events with alcohol for the following 60 academic days.

### **C. Entrance & Closing Procedures**

1. Guests attending Wellesley 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 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.
3. Campus Police or other college employees retain the discretion to deny entrance to any attendee, including but not limited to, persons who are visibly intoxicated.
4. Campus Police or other college employees retain the right to search any bags brought to an event.
5. Campus Police or other college employees retain the right to prohibit attendees from bringing bags into an event.
6. Campus Police or other college employees retain discretion to deny any entrance to an event in circumstances including, but not limited to, when attendance is approaching maximum capacity for the space or other safety concerns are implicated.
7. Campus Police or other college employees retain discretion to end an event before the designated closing time in circumstances including, but not limited to, when there are public safety or law enforcement concerns.

### **D. Alcohol Service Area:**

1. The Associate Director of Student Involvement (or designee) and Campus Police 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. TIPS servers will check identification and give wristbands to attendees who provide proof of legal drinking age (21). A professional licensed and insured bartender will 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 and the number of attendees of legal drinking age expected.

4. Should the bartender(s) need additional assistance or not show up for the event, an Event Manager who is 21 years of age may step in to serve alcohol upon producing proof of identification and securing the advance verbal permission of the Associate Director of Student Involvement (or designee) in the presence of Campus Police.
5. Attendees may consume a maximum of one alcoholic beverage per hour during the event, with a maximum of three (3) alcoholic beverages total. Alcohol service will be refused to attendees who are visibly intoxicated. All alcohol must be consumed within the event space or alcohol service area.
6. Alcohol service must end no later than one hour before the end time as stated in the Authorization Form.

**E. Advertisement and Promotion of Social Events:**

1. Advertisement posted on or off campus for social events sponsored by recognized student organizations, student groups, or 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 or coverage, either before, during, or after the event, must focus on the event itself and not the availability of alcohol, or association with alcohol consumption. Violation of this includes, but is not limited to, advertising or social media content featuring pictures or images of alcoholic beverages or cups associated with alcoholic beverages, pictures of visibly intoxicated people, or language alluding to high risk drinking in a favorable manner.
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.

**F. Failure to Comply with the Procedures in this Policy:**

1. Failure to register an event as required in this Policy or to comply with any of the other provisions in this Policy, including, without limitation, the advertisement and promotion and event procedures, will result in a violation of the Alcohol and Other Drug Policy. If found responsible, sanction(s) shall include, but not be limited to: modification, suspension or loss of College privileges; suspension, dismissal or expulsion from the College; and for student groups, a probationary period during which time the group will not be able to register events with alcohol. The Associate Director of Residential & Campus Life, in consultation with the Associate Director of Student Involvement, will determine the length of the probationary period for any student group. Subsequent violation of any College policy by a student group during the probationary period may result in the loss of privilege to register events, with or without alcohol, for a period of time to be determined by the Associate Director of Residential & Campus Life, in consultation with the Associate Director of Student Involvement.
2. Student groups may be required to have a debrief and/or be subject to educational sanctions imposed by the Associate Director of Student Involvement (or designee).

**G. Liability for the Event**

1. The College assumes no responsibility for any liability incurred as a result of any group'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 or members of the public from their own abuse of alcohol or other drugs or to protect third persons from the conduct of community members in violation of this Policy.