

Graduate & Professional Student Guidelines for Social Events

Purpose

Arts and Sciences Graduate Programs, Dartmouth Medical School, Thayer School of Engineering and the Tuck School of Business are working together to encourage a safe social atmosphere for members of the graduate and professional student communities and their guests.

These guidelines distill pertinent information contained in the Dartmouth College Alcohol and Event Policies with the goal of facilitating event planning at the graduate and professional schools. Compliance with stated Dartmouth College policy is expected. Students are encouraged to visit the following websites for complete policy and procedure details:

Dartmouth College Alcohol Policy

<http://www.dartmouth.edu/~deancoll/alcrec/>

Social Event Management Procedures (SEMP)

<http://www.dartmouth.edu/~security/services/sem.html>

Social Event Registration Form

<http://www.dartmouth.edu/~security/services/eventreg.html>

Goals

Social gatherings at Dartmouth College are an important part of our community life. For all events, regardless of if alcohol whether present, we strive to achieve the following goals:

- Respect the rights of all individuals and respect the property of others.
- Protect the health and safety of community members and their guests.
- Empower and encourage students to assume an active role in the planning and management of social events.
- Provide an enjoyable atmosphere conducive to positive social interaction.
- When alcohol is present, model responsible alcohol use.
- Decrease legal liability for students, organizations, and Dartmouth College.
- Comply with College policy and state and local laws.

Events Subject to These Guidelines

The following student sponsored events are subject to these guidelines:

- Any event in which one or more kegs are present
- Evening events (defined as beginning at or after 5:00pm) advertised to the graduate and professional student community in which alcohol of any type will be provided by a student organization.
- Events where attendance is anticipated to reach more than 100 people or full club membership (whichever is smaller) and alcohol of any type is provided

Procedures

Starting with the academic year 2003-2004, Hosts, Monitors and Servers (as defined in SEMP- see above web site) should attend a training session as determined by their respective school. In the case of BYOB events, we suggest that organizations retain servers.

Graduate student event organizers will submit an on-line form to Safety and Security by noon at least three business days prior to the event. The event registration will not be approved if this form is not completed (see:

<http://www.dartmouth.edu/~security/services/eventreg.html> for web site of Social Event Registration Form).

Graduate students will need to get approval from the Dean (or Assistant Deans at their respective schools to have the event, therefore it is not necessary to set up an appointment to meet with a member of the Dartmouth student Activities office.

In addition to completing the Safety and Security form, event organizers will follow the procedures outlined by their respective schools (see below).

- 1) **Arts and Sciences Graduate Programs**, Graduate Studies, 304 Wentworth Hall.
The hosts should complete the safety and security form and email it to both Kerry Landers, Assistant Dean and to Safety and Security. Once the form has been reviewed by the Assistant Dean she will email the Graduate Studies Office approval to safety and security. Hosts, monitors, and servers should have attended one training session offered either by the Graduate Studies Office or the Undergraduate Student Activities Office. The alcohol monitors must be alcohol-free and sober for the duration of the event and available to respond in case of emergency.
- 2) **Dartmouth Medical School** Office of Student Affairs, Remsen 335: The organizer(s) will complete the DMS Student Activity Registration Form identifying participants, funding source(s), and at least two alcohol monitors, and submit it to the Student Affairs Office 3 days prior to the event. The alcohol monitors must be alcohol-free and sober for the duration of the event and available to respond in case of emergency. Training will be provided to first year students early in the Fall term. Training is also provided as part of the M.D. curriculum. If a host or monitor is unable to attend a training session before an event he or she should read through the Dartmouth College, DMS / Graduate Student, Host / Monitor Training Guide provided by the Student Affairs Office.
- 3) **Thayer School of Engineering**, Program Office, Room 206 Cummings Hall: The host(s) should email a copy of the Social Event Registration form to Susan Rivers, Assistant Dean. The host(s) of the event will make themselves available to answer any questions or concerns prior to the event. In the event that Susan Rivers is not available, Marcia Craig Jacobs, Assistant Dean (Deans Office, Room 204) should be contacted. Hosts, monitors and servers should have attended one training session offered by the Undergraduate Student Activities Office prior to the event. These policies and procedures apply to the serving and consumption of wine and beer only;

hard alcohol is not allowed. For events which occur on a weekly basis, the Assistant Dean will send a letter to the Office of Safety and Security (weekly registration of the event is still required). Organizers of activities sponsored by the Graduate Student Council should follow the procedures outlined in number 2 above for Arts and Sciences Graduate Programs.

- 4) **Tuck School of Business:** The MBA Program Office will draft a letter containing the above information that is signed by both Deans. The organizers of the event will make themselves available to meet with Deans if there are questions or concerns prior to the event. Organizers will be responsible for identifying at least two party monitors who are to be sober and able to respond in case of an emergency. In most cases, these party monitors will be the Safe Rides drivers for the evening. The organizer of the event should contact the designated Safe Rides drivers to confirm they will serve as monitors. In the case that there are no Safe Rides drivers that evening, the organizer is responsible for identifying other party monitors.

Please note that more monitors may be required depending upon the venue of the event. Graduate Students should make sure they have met the requirements of the venue.

Problems During An Event

If there are any problems during the event, the organizers will contact Safety and Security directly (x6-2234).

If Safety and Security comes to the event and observes a problem, they will seek out one of the organizers (hosts) and inform them of the problem at that time. The person/people responsible for the event should proactively make themselves noticeable and available so that they are easily identified by Safety and Security Officers.

Event Clean Up

The expectation is the facility used for an event will be left in the same condition as it was found. At the end of the event, the organizers are responsible for making sure that all remaining alcohol is locked up and secured and that trash is put in its appropriate receptacle. This means that all kegs – empty or otherwise – should be untapped and locked away. Any remaining alcohol that has already been served (i.e. cups of beer) should be collected and discarded.

For Tuck students:

Tuck School of Business

Buchanan Clean Up

If the event is held in Buchanan Lounge, prior arrangements should be made to obtain the Buchanan kitchen key from one of the Social or QLC Chairs.

Stell Hall or Whittemore Great Hall Clean Up

If the event is held in Whittemore Great Hall or Stell Hall, arrangements should be made with Safety and Security to lock the Whittemore storage closet or Stell Kitchen after then event.

Program Evaluation:

An evaluation of the above guidelines will be done in collaboration with students and the Assistant Deans of the graduate and professional schools at the end of Fall term 2003.

Quick Reference Assistance

Calculating Servings:

- 1.) Calculate the possible # of servings (# of legal aged drinkers) X (# of hours of Event)
= # of servings suggested
- 2.) Determine quantity necessary to accommodate # of servings.

Quick Reference: Containers of Servings:

1 Keg = 120-160 servings of Beer (depending on foam)

1 Bottle of wine = 5-6 servings of wine

1 Gallon = 128 Ounces

1 Liter = 33.8 ounces

1 "Handle of Alcohol" = 60 ounces

Quick Reference: Individual Servings

1 Serving =

12 ounces of beer (non "ice" beer)

5 ounces of wine

1 ounce of distilled 80 proof spirits or hard liquor.

Quick Reference BYOB

1 person = 1 six pack of 12 ounce regular beers (non "ice")

OR

The equivalent alcohol content of 4 wine coolers

(9/03)