

## POLICY ON ALCOHOL AT EVENTS

Through its permission of alcohol on the Hiram Campus, the college intends to foster the positive, healthy use or non-use of alcoholic beverages in a responsible manner. This permission should not be misinterpreted as encouragement for the consumption upon those who object to its use on personal, moral, ethical, or religious grounds.

We want your event to be enjoyable for you and your guests. Remember – those who are hosting the event set the tone for the event. Clear decisions need to be made prior to the event regarding the role of alcohol and the focus of the event.

Your liability risks are greatly increased if you:

1. Allow alcohol to be consumed by a minor (under 21 years of age);
2. Allow someone who is already impaired to consume alcohol;
3. Allow someone who is already impaired to leave your event and get behind the wheel of a car.

The Guidelines for Parties Involving Alcohol outlined below specifically address points that need to be followed when hosting an event.

### GUIDELINES FOR PARTIES INVOLVING ALCOHOL

#### CLOSED PARTIES – SOCIAL CLUBS ONLY

1. Party permits, which are to be picked up in the Office of Campus Involvement, must be turned in 72 hours prior to the party:
  - a party scheduled for Friday night, mandates that the permit be turned in by Tuesday at 5:00pm.
  - a party scheduled for Saturday night, mandates that the permit be turned in by Wednesday at 5:00pmPermits must have all signatures except for that of the Director of Campus Involvement before they are turned in to the Student Activities Office. Therefore, clubs must do sufficient planning for any social event.
2. Registered parties may only be held on Friday or Saturday and must conclude by 1:00am (unless otherwise approved by the Director of Student Activities).
3. All parties in clubrooms are CLOSED parties. Only active club members are permitted at the event (no alumni, no guests, no one but active members). This is due to fire code restrictions, liability concerns, and the purpose of social clubs.
4. A roster of club members **MUST** be filed with the Office of Campus Involvement prior to any closed social function.
5. The maximum amount of beer a club may have at a closed party is one ¼ keg (pony keg).
6. As the number of legal members (twenty-one and over) is relatively low, alternative beverages (pop, ice tea, Kool Aid, etc.) and food **MUST** be available at the party. The Director of Student Activities will determine the amount of beverages and food necessary. A detailed description of the alcohol policy is available in the Hiram College Policy Book.
7. For your own protection, clubs should remove any old ¼ kegs from the clubroom immediately following the event, so that it would never appear that these were consumed at any recent clubroom event. **The College reserves the right to enter and inspect clubrooms at any time.**
8. Clubs will appoint members to perform carding and stamping procedures at the door. These students must meet with the Director of Campus Involvement prior to the event in order to go over rules, guidelines, and emergency procedures.
9. Beer must be served by someone of age, who is NOT drinking alcohol for the duration of the evening. The beer may not be accessible by everyone attending the party and must be dispensed by a responsible member. In this way, problems can be monitored more easily (i.e. intoxicated members, underage persons, etc.). The club sponsoring the party must provide clear, twelve (12) oz cups. Members **may not** bring their own cups/mugs/sippers.

10. Clubrooms must be cleaned up within 24 hours of a party. Cleaning must include mopping of floor, removal of garbage, wiping down of surfaces, any trash outside of the clubroom, etc. This is primarily for health and safety reasons. Persons responsible for clean up must be selected prior to the event.
11. The person signing the party request form is responsible for the events of the evening. Therefore, that person must be present for the duration of the party.
12. No alcohol is permitted in the clubrooms at any time except during registered parties.
13. No student organization shall use alcohol beverages at its membership recruitment activities or initiation activities.
14. Students will not permit, tolerate, or encourage or participate in "drinking games" of any kind.
15. At a closed party, three (3) people per hour (bartender, floater, ID checker) are required. The people will not drink alcohol during the entire time of the party.

#### OPEN PARTIES – ALL STUDENT ORGANIZATIONS INCLUDING SOCIAL CLUBS

Decisions regarding OPEN parties involve several factors, i.e. Academic Calendar, other scheduled events, etc. Therefore, all final decisions regarding date and time of party, as well as the amount of alcohol permitted at any one party, will rest with the Director of Student Activities.

1. OPEN Parties may be held on Friday and Saturday nights, but must conclude by 1:00am (unless otherwise approved). OPEN Parties may be approved for weeknights, but must conclude no later than 8:00pm (unless otherwise approved).
2. All outdoor events must conclude by 11 p.m. as designated by Hiram Village ordinance. Groups are responsible for notifying the Hiram Community and the Weekend College of any outdoor event. If group has not notified the community, the college has the right to stop the event. No alcohol is permitted on the lawns of Residence Halls or the surrounding areas. Any Residence Hall Lawn must be reserved through the Area Coordinator or Director of Residence Life.
3. Students wishing to host OPEN parties on campus must meet with the Director of Campus Involvement in order to review guidelines for the event. At this time the Office of Campus Involvement will arrange to have Party Assistants present at the event to ID, wristband, and serve. If Party Assistants are unavailable for any reason, clubs should be prepared with guidelines, procedures, and lists of those responsible (four (4) people per hour: two (2) bartenders, one (1) floater, and one (1) ID checker). These guidelines and services, if followed, will protect clubs from problems in the future. (Please see notes at bottom for further guidelines on bartending.)
4. F-Permits, that is, State of Ohio Permits, are required for ALL OPEN parties. F-Permit applications must be filled out in the Student Activities Office and upon receipt of permit; a copy of said permit must be filed in the Office of Campus Involvement. Application must be received by the State at least fifteen (15) days prior to day of the event.
5. Amounts of alcohol will be determined by the Director of Campus Involvement, based on the time of the year, number of people expected, etc.
6. F-permits are only valid for one location on campus per day. Therefore, if two or more organizations wish to have alcohol at sponsored events on the same day, they must coordinate efforts and share expenses.
7. ID bracelets must be used for OPEN parties, as opposed to hand stamping. Students can check with Student Senate for ID bracelets.
8. Cleanup must be completed immediately following the event. Cleaning should include mopping of floor, removal or garbage, wiping down of surfaces, etc. This is primarily for health and safety reasons. Mops, buckets and brooms will be provided in each location. Persons responsible for clean up should be selected prior to the event. Names should be given to the Scheduling Office.
9. There will be a \$100 fine to all organizations if the room is not cleaned. Any damage to the Kennedy Center will be charged to the organization. Damage to the room and/or failure to clean properly will result in forfeiting all future parties for one year.

10. All beer MUST be served in twelve (12) oz. clear cups provided by the organization (cups can be purchased through Hiram Catering). Minimal charge for beer will be \$1.00. **No FREE beer** is permitted for any student, member of an organization, or guest. This policy covers all events where beer is involved and money is collected. This includes any situation, such as:
  - a. "donations"
  - b. Charging for admission and giving the beer away
  - c. Charging for the meal and giving the beer away
  - d. Buying tickets that are good for beer and
  - e. Any other combination of ideas that involves dispensing beer or making beer available for free and charging for anything connected with the event.
11. A Hiram Police Officer(s) will be automatically assigned to the event upon filing for the F-permit. Payment for the officer(s) is \$20.00 per hour and will be billed to the sponsoring organization. At NO time should an organization pay an officer in cash from beer receipts. The Chief of Police and the Director of Campus Involvement will determine the number of officers present.
12. Empty kegs must be removed from the event immediately following the end of the event and placed either in the Dining Services cooler or the Office of Student Activities. **AT NO TIME MAY AN EMPTY KEG BE STORED IN A RESIDENCE HALL ROOM OR TAKEN OFF CAMPUS.** Clubs are responsible for returning empty kegs to the distributor in the days following the event to obtain the deposit.
13. Kegs may only be purchased at specified distributors designated by the Office of Campus Involvement and may not be purchased at a liquor store or other merchant.
14. Promotional materials, including advertisement fliers, shall not make any reference to alcoholic beverages, as the presence of alcohol must not be the focus of any one event. Advertising must not suggest or imply that alcohol will be served or consumed at an event or present any pictorial, radio, written, or verbal references to alcohol.
15. Hiram College believes the opportunity for students to assume responsibility for their own behavior is an important aspect of college life. Therefore, organizations and their individual members or participants assume responsibility for compliance with all College policies. Violations of the alcohol policy may result in sanctions when College personnel learn of them through complaints, observations by school officials, unruly behavior or otherwise. If a problem does occur as a result of a student event at which alcohol is served or consumed, all hosting organizations may be held responsible. The officers of the student organizations sponsoring the event or activity are responsible for enforcing the above guidelines and for the behavior of guests at their parties.

#### GUIDELINES FOR BARTENDERS

1. One beer per person per visit to the bar; no exceptions. State law demands this procedure.
2. Check validation marking (stamp, bracelet, etc.) carefully. Don't hesitate to ask for a second opinion if suspicious.
3. Do not serve anyone you suspect of being intoxicated. Signs of intoxication include: slurred speech, glassy eyes, problems walking, inability to respond to simple questions, etc. The purpose of a social event is to socialize, not to get drunk. Again, if you are unsure, please get a second opinion.
4. If you have a problem, please seek out the police officer, AC, club president, etc.