



# Student Organization Party Registration Form

**Event/Party Name** \_\_\_\_\_

**Sponsoring Organization/s** \_\_\_\_\_

**Person Completing Form** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Advisor's Name** \_\_\_\_\_ **Email** \_\_\_\_\_

Please Note: This **Party Registration Form** exists to inform all appropriate campus entities that this event is approved to take place. Also, this form exists in order to provide equitable opportunity for all recognized Hiram College student organizations to host parties. We will make every effort to limit the overlap of registered parties.

This form should be returned to the Office of Campus Involvement at least TWO weeks prior to the event (if alcohol is not being served). If planning to provide alcohol, please return completed form and F/F2 Permit within 40 days of the proposed party.

**Proposed Date of Event:** \_\_\_\_\_ **Location of Party:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Is this party open to non-Hiram guests? \_\_\_\_\_ yes \_\_\_\_\_ no

Will a faculty or staff member be present? \_\_\_\_\_ yes \_\_\_\_\_ no (who \_\_\_\_\_)

Will alcohol be served at this event? \_\_\_\_\_ yes \_\_\_\_\_ no

**If yes**, has the F (beer) or F-2 (beer, wine, and spirits) Permit been returned to OCI? \_\_\_\_\_ yes \_\_\_\_\_ no

*Reminder F (\$40 fee plus appropriate postage) and or F2 (\$150 fee plus appropriate postage) Permits require filing at least 30 days prior to the event by the Ohio Division of Liquor Control.*

## **POLICY ON ALCOHOLIC BEVERAGES**

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**

### **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 Campus Involvement.

1. OPEN Parties may be held on Friday and Saturday nights, but must conclude by 1:00am (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 Resident Director or Director of Residential Education.
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 Student Activities Office 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 (three (3) or four (4) people per hour: two (2) bartenders, one (1) ID checker, and possibly one (1) floater). 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 OCI and upon receipt of permit; a copy of said permit must be filed in the OCI. Application must be received by the State at least thirty (30) days prior to day of the event. So plan to turn in the completed form to the Office of Campus Involvement at least forty (40) days prior to the 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.
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. In the Kennedy Center these supplies can be found on the 1<sup>st</sup> floor in a closet located between the restrooms—the key is available at the Welcome Center. Persons responsible for clean up should be selected prior to the event. Names should be given to the Scheduling Office.
9. The Office of Campus Involvement and Physical Plant will determine fines for organizations that fail to clean their rooms. 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. 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 \$25.00 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 in the Dining Services cooler. **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.

