

University of Redlands Party Policy

Student-sponsored social events are a valuable part of the university experience. These events are an important way in which students engage with one another and build community. In addition, the experiences and skills that students develop in organizing, hosting, and managing events have lifelong value. However, it is of the utmost importance that all parties and social events are safe for attendees, conducted in accordance with the law, and reflect the standards of the University of Redlands community.

The ability to host parties on campus is a privilege and not a right. Ultimately, the extent of this privilege is entirely dependent on the amount of responsibility that students exercise in planning, hosting, and attending events. Therefore, this policy is a living document, the provisions of which remain subject to change. Occurrences of parties that are not safe, or not in line with the standards of the University community, can result in changes to this policy and the restriction or abolishment of privileges contained herein.

Responsibility

The responsibility for ensuring that events are safe and in compliance with all federal, state, and local laws, and University policies, rests with the students hosting the event. As such, students hosting events also assume full responsibility for the tone of the event and the wellbeing and actions of all event attendees (including vendors and/or entertainment). The University provides regulations, training, and support to student leaders in the planning and management of parties and events.

Party License

Any registered student organization, in good status with ASUR, can apply for a party license. In order for student organizations to host parties, the organization must obtain and maintain a party license. To obtain a party license every year, an organization must:

1. Host or attend an educational program once per semester about alcohol and drugs, sexual assault, risk management, or other topics related to party safety. This program must be approved in advance by the SLIC Office, and a minimum 85% of the organization must attend.
2. Annually, 85% of the active members of the organization must be Sober Host-certified.
3. Each organization must appoint one member to serve on the ongoing Party Safety Committee, the mission of which is to monitor and assess the effectiveness of the Party Policy. Each representative is encouraged to serve all year, but must serve a minimum of one semester.

Points can be assessed against an organization's Party License for any violations of this policy, the accumulation of which can result in the suspension of the Party License. See the "Violations of this Policy" section for more details.

Sober Hosts

Organizations must designate students to serve as Sober Hosts for the event. These individuals bear primary responsibility for ensuring that the event and all attendees are safe and in compliance with all laws and university policies. Sober Hosts receive training annually and must achieve a minimum score of 80% on the certification exam. Sober Hosts are also the primary contact for Public Safety, Redlands Police Department, or any other University officials before, after, and throughout the event.

Organizations must designate Sober Hosts for their event at Party Approval. Sober Hosting is voluntary. Individual students cannot be forced to Sober Host by their organizations.

Sober Host Expectations

Sober Hosts must be sober and free from the influence of any other intoxicants before and throughout the event.

All Sober Hosts for an event must check in prior to the event with Public Safety at the time designated at Party Approval. Sober Hosts must also check out at Public Safety immediately after the party ends and complete a Party Report, which describes the event and any problems or specific damages that occurred. Sober Hosts may be asked to take a breath-test to assess sobriety at either the check-in or check-out meeting, or both. This request will be made at the discretion of Public Safety or the University Official conducting the check-in or check-out process. Refusal to comply with check-in or check-out procedures, including refusal to take a breath test, constitutes a violation of this policy.

During the event, Sober Hosts:

1. Are present and visibly wearing their identifying marker for the duration of the event.
2. Monitor all entrances and exits, denying entry to uninvited guests or any obviously intoxicated person. Sober Hosts also ensure all attendees follow proper sign-in procedures, via a guest list, party books, or the University card swipe system.
3. Notify Public Safety, Redlands Police, or other University officials in the event of any kind of danger or threat to the safety or wellbeing of the event or attendees, or if Sober Hosts need assistance or support in managing the event.
4. Ensure all event attendees exhibit appropriate behavior and confront any inappropriate or dangerous behavior. This includes, but is not limited to:
 - a. Intervening with and getting help for any obviously intoxicated person.
 - b. Addressing any verbal, physical, or sexual words or actions toward a recipient without explicit consent. Touching, grabbing, coercing, and not giving another individual the option to leave are all examples of harassment that need to be addressed immediately.
 - c. Addressing any guests causing damage, fighting/aggression, bothering others, etc.
5. Prevent overcrowding and ensure that sufficient egress is maintained at all times, denying entry or asking guests to leave if the event becomes overcrowded.
6. Ensure events are operating within approved times.
7. Ensure that no hard alcohol is present at the event.
8. Comply with the directives of Public Safety, Redlands Police, or other University officials, and assist those officials when requested to do so.
9. Ensure that food and non-alcoholic beverage options of sufficient quantity (as stipulated at Party Approval) are clearly accessible throughout the event.
10. If any alcohol is present at the event, Sober Hosts are responsible for managing the alcohol and following procedures.
 - a. If event is "BYOB," Sober Hosts will ensure all alcohol is stored in the sole designated place and that attendees sign-in their alcohol. One Sober Host will remain in that designated place and monitor it throughout the event to ensure that no person under 21 is accessing alcohol, that only those who brought alcohol access it, and that no obviously intoxicated person consumes alcohol. Any alcoholic beverages must not contain hard alcohol and total alcohol content must be equal to or less than six standard drinks (one standard drink is defined as containing 0.6 oz. or less of ethyl alcohol). For example, one attendee may bring up to (6) 12 oz. beers, (4) 7 oz. malt drinks, (4) 10 oz. wine coolers, or (1) bottle of wine.

- b. If alcohol is provided by the hosting organization as part of the event, alcohol distribution will be overseen by a third party, licensed vendor or by Sober Hosts, as stipulated at Party Approval. Sober Hosts will ensure that the alcohol provided does not exceed the limits stipulated at Party Approval and oversee service to prevent access by any person under 21 or any obviously intoxicated person.

Violations Of This Policy

Organizations and individual Sober Hosts take on a significant amount of responsibility and liability by hosting events. Evidence that events are not safely managed or that any laws or University policies have been violated are therefore treated seriously. Individuals, organizations, or both can be held responsible for violations via the Code of Student Conduct. In addition, the University makes no attempt to shield individuals or organizations from legal consequences that result from any violations of federal, state, or local laws associated with events. Consequences can include the event being immediately shut down and the full range of individual and organizational sanctions stipulated in the Code of Student Conduct, including the suspension or expulsion of individual students and revocation of organizational charter(s).

Policy violations related to parties can also result in points against the party license, ranging from 1-5 points per event. Accumulation of 5 points within a 12-month span will result in the loss of an organization's party license for no less than 12 months. Any assessment of points will also entail a suspension of party privileges for a designated length of time commensurate with the severity of the violation(s) and previous history. Points expire at the rate of one point per 8 weeks, only during Fall, Spring, and May semesters.

Infractions include but are not limited to: Sober Hosts failing to comply with check-in or check-out procedures (including the request to take a breath test), Sober Hosts not being sober, event overcrowding, changes to Sober Hosts or party plan after Party Approval, alcohol monitoring procedures not being followed, over-intoxicated guests, presence of hard alcohol, Sober Hosts leaving while the event is still in progress, and any failure to comply with the directives of Public Safety or other University officials.

What Needs To Be Registered?

Registration of an event is not necessary if fewer than 30 people are present at an organizational house before 7PM. After 7PM, gatherings of fewer than 20 people do not need to be registered. Gatherings of any size must ensure that excessive noise, dangerous behavior, or any violations of law or University policy do not occur. Organizations can be held responsible for Party Policy violations even at small, unregistered gatherings if appropriate conduct is not maintained.

Party Registration

1. All parties should be registered through the Party Approval process. This includes completing a Party Registration Form, and attending the Party Approval meeting. Any deviation in event details after Party Approval can constitute a violation of the Party Policy (e.g., changing Sober Hosts, having greater than the specified attendance, etc.).
2. Party Registration Process:
 - a. Sponsoring organizations must submit a Party Registration Form to SLIC no later than 3PM on Tuesday afternoon. The form should address the following items: host

organization name, host contact, location, date, theme, total anticipated attendance (members and non-members), event start and end times, any entertainment/vendors, controlled access (number of entrances, exits, fencing, trash cans, reentry expectations, security, party book location, wristband procedure, alcohol check-in, outside containers, scanners, guest check-in process, organization rosters), including a diagram of the party, if necessary, number of restrooms per participant, official capacity of event location (based on fire code), and location of alcohol/bar. Hosting organizations must include the names of all Sober Hosts required for the event on the Party Registration Form. Sober Hosting is voluntary, so the persons listed must give their consent to serve as a Sober Host to the event organizers prior to the submission of the form. Organizations can list up to two “alternate” Sober Hosts (who have also given prior consent to the organizers), who can serve as a Sober Host in case one of the primary Sober Hosts cannot serve. Utilizing an alternate will not be considered a change to the party plan; however, changing Sober Hosts after Party Approval to any student not indicated on the Party Registration form (as either a primary Sober Host or an alternate) can constitute a violation of the policy.

- i. **Parties per Organization:** Each organization is limited to registering eight parties per month. Unless prior approval is granted, organizations can only host or co-host one party on any given day.
- ii. **Days:** Parties will not be approved prior to the first day of classes each term, during breaks (Fall Break, Winter Break, and Spring Break, including all adjacent weekends), Finals Week (beginning at 5PM two days before Study Day), or 24 hours prior to May Term finals through the first day of class in the Fall semester (e.g., the entire summer, for early arrival, New Student week).
- iii. **Hours:** The hours in which parties can be registered are as follows: from 7PM to 12AM on Thursdays, and 7PM to 2AM the following day on Friday and Saturday. Parties being held outside these hours or being held during Daylights Savings Time must receive special approval, at least eight days in advance, by the Director of Greek Life or designee.
- iv. **Advertising/Themes/Attire:** Advertising and promotions may not in any way suggest the service of alcoholic beverages. Advertising should encourage all attendees to bring their U of R ID or state-issued ID to the event. Themes, advertisements, any suggested or optional attire, or activities cannot in any way promote alcohol/substance use or be discriminatory with respect to nationality, national origin, sexual orientation/preference, racial or ethnic background, religious beliefs, disability, sex, gender, gender identity, or age.
- v. **Drinking Contests:** No event shall include any form of drinking contest or game in its activities or promotion. No event can require or encourage drinking by guests in any form.
- vi. **Funds:** ASUR fees and Residence Hall funds will not be used to purchase alcoholic beverages. Events where alcohol is being consumed may not charge an entrance fee.
- vii. **Alcohol:** Hard alcohol is prohibited at parties. Students who are 21 years and older and live in Organizational Houses may have hard alcohol for their personal consumption in their room only, but may not have any hard alcohol in the House during a registered event. No common source containers or binge drinking paraphernalia may be present during parties (see the University Alcohol and Other Drug Policy for details).

- viii. **Security:** SLIC Staff and Public Safety may require some events to hire additional security to manage the event. This decision will be made at Party Approval, if not sooner, and most often applies to events with large numbers of people, a live band, or when a number of groups are sponsoring an event.
- ix. **Food and Non-Alcoholic Beverages:** Parties with alcohol must provide food and non-alcoholic beverage options. The type and amount will be stipulated at Party Approval, depending on event details.
- b. Sponsoring organizations must attend the Party Approval meeting on Tuesday at 4PM to review the Party Registration Form and discuss the risk management plans for the party. The discussion will result in an approval or denial of the party. If a party is approved, the party may proceed as planned.

Types of Events

Each space on campus has unique characteristics which impact event safety. These include but are not limited to: location on campus relative to public streets, occupant limits, exits, availability of bathrooms, and lighting. Because of these unique characteristics, some spaces are not suitable for events of certain sizes. The numbers put forth in this policy as an upper limit on attendance are not guaranteed for all spaces. Additionally, the type of event (open vs. closed, presence of alcohol, activities or entertainment) can impact which locations are suitable, and/or what amenities need to be added to a space to make it suitable (e.g., fencing, security, additional lighting/bathrooms). Decisions involving which spaces can safely host events of certain sizes, and what additional amenities are necessary, are typically made at Party Approval with the input of Facilities, Event Services, Public Safety, Student Life, and student representatives from the hosting organization(s).

Hosting organizations can choose to allow University of Redlands students to bring one guest to an open party. The guest must enter the party with the hosting student and remain with them during the event. Guests must present ID, which may be scanned or held by Sober Hosts during the party. The student to whom a guest is registered is responsible for the actions of that guest.

The “Organizational Incentive Pilot Program” allows qualifying organizations to host events with different numbers of sober hosts than those listed in the categories below. Refer to Appendix A of this document for details on this program.

1. **Members-only** - A members-only is a registered party consisting of the members of the hosting organization only (with no guests, including alumni, or non-members present). Members-only events can only take place from 7PM to 11:30 PM. Members-only cannot be scheduled the same night as any group’s All School Party. For events with 21-49 members in attendance, three Sober Hosts will be required. For events with more than 50 people, the Closed Party Sober Host requirements will be in effect.
2. **Closed Party** - A closed party is an invitation-only party hosted by one or more organizations. The guest list will consist of the membership of the hosting organization(s), and not more than one invited guest per organizational member. The total number of people in attendance is not to exceed 120 people. Only people on the guest list will be allowed to attend.
 - a. **Sober Hosts:** There will be four Sober Hosts at any closed party of 50 people or less. For every 20 guests beyond 50 in attendance, there will be an additional Sober Host. Sober Hosts will be chosen at the discretion of the organizations attending and registered at Party Approval. For a function with more than one organization, it is expected that organizations will share the responsibility of providing Sober Hosts.

- b. A closed party may be up to five hours in duration. There may be a total of four closed parties/functions in one night, and a limit of three on Fraternity row, with the fourth being at another location.
 - c. The sign-in process will be managed by Sober Hosts. Guest lists must be up to date.
- 3. **Open Party** - Any party involving more than one invited guest per each member of the hosting organization(s) is an open party.
 - a. Open Parties may be up to four hours in duration and will count as two closed parties in determining how many parties can be hosted in a single night.
 - b. Open Parties with less than 120 guests must have five Sober Hosts for up to 50 guests, with one additional Sober Hosts for every 10 guests beyond 50 in attendance.
 - c. Open Parties with between 120 and 350 guests must go through Party Approval at least eight days prior to the event. Number of Sober Hosts, security, fencing, bathrooms, lighting, and other amenities will be determined at Party Approval, depending on event details and location. Any alcohol must be managed and overseen by a third party vendor (i.e., Bon Appetit).
- 4. **All-School Parties** - An Open Party with more than 350 guests will be considered an All-School Party. All-School parties must be alcohol free. All members of the hosting organization(s) in attendance must serve as Sober Hosts, and at least 75% of the hosting organization(s) should serve in that capacity. A minimum of 25 Sober Hosts is required. The schedule for All-School parties for an upcoming academic year is determined in the Spring semester of the prior academic year. Additional amenities such as security, fencing, bathrooms, or lighting may be required, depending on event details and location.
- 5. **Other Parties** - There are events that do not fall into one of the categories described above (e.g. University-sponsored events around Commencement, Homecoming, or other special occasions). Students, organizations, or others may propose events that for whatever reason are unique in nature. Our commitment is to ensure that all events meet minimum standards of safety and responsibility, while maintaining flexibility that can allow for a varied and rich social experience. So while the elements of the process may vary at times for special events, compliance with law and regulatory entities, and overall safety standards, will be upheld.

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Appendix A: Organizational Incentive Pilot Program

This program was designed by the Party Safety Committee of Spring 2016, and is intended to accomplish three goals.

1. Reward the students and organizations that do a good job managing parties.
2. Provide positive education about party safety and etiquette to students not already in party-licensed organizations, thereby reducing the risks for licensed organizations when they host open parties.
3. Create more positive, on-campus social opportunities for students.

Participation in this program is voluntary.

Eligibility: Organizations must meet the following criteria to qualify for the Organizational Incentive Pilot Program (OIPP).

1. The organization has a current Party License with no points.
2. The organization successfully hosts an open party once per semester. All School Parties do not count toward this requirement.
3. The organization successfully participates in the "Party Like a Bulldog" education program. Successful participation will be defined by the student leaders of the program each year, but will typically consist of two representatives from each organization completing training in delivering an educational program, and facilitating 2-4 sessions throughout the academic year.
4. The organization successfully participates in the planning and execution of the student-sponsored homecoming event that takes place after the football game. This may include having a representative on the planning committee, ticket sales, set up/cleanup, and providing Sober Hosts for the event. Specifics may differ based on organization and the yearly expectations of the planning committee.

Incentive: All aspects of the Party Policy and requirements for the types of events described in the Party Policy (pp. 5-6) remain unchanged. The sole exception is that organizations participating in the OIPP may choose to manage those events with the minimum numbers of Sober Hosts specified below, rather than the minimums specified in the Party Policy (pp.5-6). All organizations sponsoring an event must qualify in order for the incentive to apply to that event.

***Please note that the Sober Host numbers specified below place a greater responsibility on those Sober Hosts and all organization members to ensure an event is safe and in compliance with all laws and University policies at all times. Failure to maintain a high standard of safety and compliance will jeopardize eligibility for this program and an organization's party license. Not having enough Sober Hosts to monitor the event does not justify any violations. Organizations are encouraged to determine for themselves if the event warrants more Sober Hosts than the minimum specified below.**

6. **Members-only** - (2) Sober Hosts are required, up to 100 attendees.
7. **Closed Party** – (2) Sober Hosts are required at closed parties of 50 attendees or less. (3) Sober Hosts are required at closed parties of 51-100 attendees, and (4) Sober Hosts are required for 101-120 attendees. Additional Sober Hosts will be required for closed parties with more than 120 attendees, with the exact number to be specified at Party Approval depending on event details.
8. **Open Party** – (3) Sober Hosts are required at open parties of 50 attendees or less. (1) additional Sober Host will be required for every 20 attendees beyond 50, up to 120. Additional Sober Hosts will be required for closed parties with more than 120 attendees, with the exact number to be specified at Party Approval depending on event details.