

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 required. Students are encouraged to visit the following websites for complete policy and procedure details:

Dartmouth College Alcohol Policy

<http://www.dartmouth.edu/~deancoll/documents/handbook/rules-regs/alc-drugs.html>

Social Event Management Procedures (SEMP)

<http://www.dartmouth.edu/~sao/sempr/>

Social Event Registration Form

<http://www.dartmouth.edu/~sao/sempr/>

Goals

Social gatherings at Dartmouth College are an important part of our community life. For all events, regardless if alcohol is 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
- Events advertised to the graduate and professional student community in which alcohol of any type will be provided by a student organization. Social events can occur between the hours of 5 p.m. and 1 a.m. Monday through Thursday, between 12 noon and 3 a.m. on Friday and Saturday, and between 12 noon and 1 a.m. on Sunday. Social events before 5 p.m. on Friday must have special permission from an Assistant Dean of the Graduate or Professional Schools.

- 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- <http://www.dartmouth.edu/~sao/sempr/>) 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 Social Event Registration 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/~sao/sempr/> for web site of Social Event Registration Form). This form may be completed in person at the Safety and Security Office where one additional form must be completed (in person).

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 host(s) will complete and electronically submit the Social Event Registration Form to the Office of Safety and Security and send a copy of the completed form to Kerry Landers, Assistant Dean. The completed Social Event Registration Form must include the name of the host(s) and monitors. Once the form has been reviewed, the Assistant Dean will email approval to the Office of Safety and Security. Hosts, monitors, and servers should have attended one training session offered either by the combined efforts of the Graduate and Professional Schools or the Undergraduate Health Resources Office. If a host, server or monitor is unable to attend a training session before an event he or she should read through the Dartmouth College Graduate Student Host, Server, and Monitor Training Guide provided by the Assistant Dean. 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 334: The organizer(s) will complete the DMS Student Activity Registration Form (regardless of whether the event is on campus or off) 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. Some training is 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 must read through the Dartmouth College,

DMS / Graduate Student, Host / Monitor Training Guide provided by the Student Affairs Office.

- 3) **Thayer School of Engineering**, Deans Office, 204 Cummings Hall: The host(s) should email a copy of the Social Event Registration form to Marcia Craig Jacobs, Assistant Dean. The host(s) of the event will make themselves available to answer any questions or concerns of the Assistant Dean prior to the event. Hosts, monitors and servers should have attended one training session offered by the combined efforts of the Graduate and Professional Schools or the Health Resources Office. If a host, server or monitor is unable to attend a training session before an event he or she should read through the Dartmouth College Graduate Student Host, Server, and Monitor Training Guide provided by the Assistant Dean. These policies and procedures apply to the serving and consumption of wine and beer only; hard alcohol is not allowed at Thayer. For events which occur on a weekly basis, the Assistant Dean will send approval 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 for Arts and Sciences Graduate Programs.

- 4) **Tuck School of Business: 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 the fall term 2003.

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.

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 = 150 servings of Beer (depending on foam)

1 Bottle of wine = 5-6 servings of wine

1 Gallon = 128 Ounces

1 Liter = 33.8 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.