

Party Host Responsibilities and Information

In order to host events with alcohol and/or large on-campus parties at Bard you must be a registered host. In order to become a registered host you must read all the information listed below and sign a form indicating that you understand this information and will be responsible for following the guidelines and expectations outlined below. A copy of this information will be given to you to keep and refer to for future reference.

GENERAL INFORMATION:

- The primary concerns of the College Administration for any campus event are that all guests of the party are safe, that the facility being used is not damaged, and that things are cleaned up at the end of the event.
- Waiting until the last minute will result in your event not being approved.
- Do not advertise your event until it has been approved.
- Party hosts are expected to remain present and available throughout the event, and are not to engage in any commitments during the event which would draw their attention away from monitoring the general progress of the party.
- Two registered hosts are required to register an event, regardless of if alcohol is provided or not.
- Students who have friends that they want to bring to a party have to register them with Security, in accordance with the college's guest registration policy. This will help to ensure that unwanted strangers and local high school students do not enter Bard events. Advertising these types of events off campus is not allowed and will jeopardize the event happening, as well as your ability to host future events.
- Certain large scale parties may be required to have additional Party Staff or Security officers to help monitor various aspects of the event such as entrances and exits, alcohol distribution, etc. This information will need to be worked out in detail two weeks prior to the event before it will be approved.
- Parties need to end at the designated time on the party form. Unless prior arrangements have been made, parties will end by 2:00 am on Friday and Saturday. Events scheduled for Sunday through Thursday will end by 12:00 am.
- How big does a party have to be to be registered? A party of any size that has alcohol present needs to be registered. Generally speaking parties without beer that are larger than 20 should be registered. If you are not sure - ask.
- Because Security Staff is limited, a maximum of **three** events will be approved for a weekend night.
- Occasionally events are organized in other locations on campus (outside Kline, Fisher, Bard Hall...). If you want to organize a party in a location other than the Campus Center or one of the approved residence halls, you will need to plan at least a week in advance. This will allow for time to get permission from the person/department responsible for that particular space or building.
- There will be no parties approved during the last week of classes for each semester unless under special circumstances.
- There is limited space on campus so reservations for parties and events is on a first come first served basis.
- Parties that are well organized and have a well-advertised theme are better attended, so do your best to organize something more than just a keg party.
- The newly remodeled Party Staff will have representatives at most campus parties. (see below for more information) Be aware that Security and/or the Administrator on-call may check in on campus parties to ensure that they are running smoothly.

ALCOHOL AT EVENTS:

- The College's Position on Alcohol: It is expected that all policies in the Student Handbook be obeyed. If you are unfamiliar with the policies in the Handbook, be sure to read them over. Copies are available from the Dean of Students' Office.
- Hosts may be held legally responsible for guests who leave a registered event regardless if they became intoxicated at that event or if they arrived intoxicated. Intoxicated guests should not be allowed to drive. Contact Security or the Foot Patrol for escorts or be sure to get them on the Campus Shuttle. If you ever need help with an intoxicated guest, find the Party Staff at your event. Or, call Security.
- If guests arrive highly intoxicated or become so, you may not serve them further drinks. The Party Staff will help you monitor this.
- If alcohol is to be provided at the event, a designated monitor, over the age of 21, will be needed to supervise the serving of alcohol.
- **Hosts must remain sober during their event.**
- Party hosts providing alcohol will be required to use wristbands to identify students who are over 21. Stamps/markers are also available to track guests as they move in and out of the party. An alphabetical list of all Bard students with date of birth will be provided for reference. The Party Staff assigned to your party will arrive with the birthday list, wristbands, and markers.
- 2 half kegs are the maximum that will be approved for large parties (Kline or certain outdoor locations); events in

residence halls or other approved areas may only have 1 half keg. Tent party is an exception to this maximum.

- Hard alcohol is typically not approved. For a few special events, serving hard alcohol may be approved but these events will require 2 weeks advance planning on the part of the hosts. If a party does get approval for hard alcohol, no other parties will be approved to have alcohol for that night. The amount of hard alcohol approved for an event will be equal to the amount of individual servings that would have been approved if serving beer by the keg. 1 half keg of beer equals approximately 10 liters of 80 proof alcohol; 2 half kegs is approximately equal to 20 liters. Parties can not have both beer and hard alcohol.
- As it is a public space open to outside visitors and guests, alcohol will not be approved for parties in the Campus Center.
- You may not advertise alcohol on event flyers. Events that publicize alcohol will be taken down and thrown away and hosts may lose their hosting privileges. Hosts are responsible for approving all advertising material before it goes out.
- All guests attending events where alcohol is provided will be required to show some form of ID at the door. Guests (non-Bard students) will have to be registered at Security by a Bard host. Guests who are not registered by a Bard student will be asked to leave the campus.
- Hosts are required to provide enough non-alcoholic beverages and snacks to match the expected attendance of the party. The cost of all food and beverages are the responsibility of the hosts and should be taken into account when planning the event.
- Hosts cannot require guests to pay for alcohol, because you do not have a liquor sale license. Donations can be requested to cover general expenses for the party but charging admission solely to cover alcohol expenses is not allowed. Charging for cups, which then are filled up from a keg, is the same thing as charging for beer and is not allowed.
- If more alcohol is present at an event than was approved, the event will be shut down by Security and the alcohol will be confiscated.

PAPERWORK/GETTING SIGNATURES:

- **Both hosts are expected to be involved with the organizing of campus parties. This means that both hosts will need to meet with the Director of Student Activities before the event will be approved.**
- In general, you should begin organizing at least seven days in advance for an event. This will give you time to locate a second host, plan for advertising, reserve a space for your event etc. and still allow time to get your paperwork in. **All paperwork must be completed and turned in to the Director of Student Activities BY NOON THREE DAYS PRIOR TO YOUR EVENT DATE with all needed signatures. (This means Wednesday at noon for weekend events.) No exceptions. Don't put yourself in the position of having your event canceled because of a lack of planning and/or communication on your part. This is not optional. If you turn in your paperwork late, it will not be approved.** If you are planning to reserve a residence hall or are planning a very large party (Tent Party, ISO Formal, etc.) you will be required to begin organizing further in advance and may need to set up additional meetings with Party Staff, the Peer Counselor and/or the Director of Student Activities.
- **Both hosts** need to meet with the Director of Student Activities to review plans for your event before the form will be approved and signed. (To save time you can get Peer Counselor, Sound System, and other "non mandatory" signatures first.)
- When getting signatures from the Director of Student Activities you will need to review how you plan to handle safety and clean-up issues.
- If the Director of Student Activities is out of town, you can schedule a meeting with the Assistant Dean of Students for First Year Students to get approval for the date your event is scheduled to take place.

RESIDENCE HALL EVENTS:

- Manor, Robbins, Tewksbury, outside the Village Dorms, and outside of Stone Row are typically the only residence halls that are available for registered parties. To reserve these spaces, you will need to contact the Office of Residence Life, ext. 7455 and speak with the Residence Director of the building(s) you want to have an event.
- **Forms for events in a residence hall need to be filled out one week in advance of the date of your event.** You will need to meet with the Resident Director for that building to discuss your event before Residence Life will sign off, so plan ahead. If there are not any concerns by residents or the Peer Counselor(s), Residence Life will sign off on the event at which point the hosts will need to meet with the Director of Student Activities about safety and cleanup issues so that the event will be approved.
- By request of residents and the Peer Counselor staff, only one party will be registered in these residence halls per weekend. Space is available on a first come, first served basis.
- At least one of the hosts of the party has to be a resident of the Residence Hall. Peer Counselors are not able to host events in their own building(s).
- Parties have to fit within the public lounge areas of the residence halls. General guidelines for capacities in these lounges are as follows... Manor: 180; Robbins: 150; Tewksbury: 100. If your event ends up being too big for the space, Security will require you to either ask people to leave or relocate the event if another space is available. If no

other space is available, the event may be shut down.

- In order to maintain a safe living space, parties in Residence Halls may not be advertised to non-Bard people. If you plan on having non-Bard guests at your event, they must be registered with Security.
- Tewksbury is available for certain events but alcohol will not be approved for this space.
- **There is NO SMOKING permitted in any residence hall parties.**
- Only 1 keg will be approved in residence halls.

EVENTS IN THE CAMPUS CENTER:

- **No alcohol is permitted in the Campus Center.** Exceptions are rare, and only made for certain art openings or dinners.
- The Multipurpose Room and “Down the Road” Cafe are spaces that are available to register an event. Other spaces such as the terrace and lounge may be used but may require extra planning to arrange.
- Hosts of events in the Campus Center are required to monitor for people smoking inside and are expected to ask smokers to go outside.
- A student Building Manager will be available to assist with any set up needs for events and will also be present in the building during the event to help provide additional monitoring for problems like smoking, vandalism, cleanup, etc.

LARGE SCALE EVENTS:

- Such events will have to have paper work completed two weeks in advance and will require extra organization and planning from the hosts.
- Additional security will be required by the SRG Party Staff. Clubs will not be able to hire friends or friends of performers to act as Security.
- EMS, BRAVE, Foot Patrol, and the campus shuttle may all be required to be scheduled to be operating throughout the event to assist if needed. The hosts are expected to work with the Director of Student Activities on making these arrangements.
- Outside alcohol may not be brought in to large-scale events regardless of if the hosts are providing alcohol or not.

CLEANING UP AFTER YOUR EVENT:

- Party hosts are expected to see that the area(s) being used during their event are cleaned up. This means that all trash (bottles, cans, cups) is put in trash bags for disposal and that a basic broom sweeping is done. Cleaning up includes all areas inside and outside the building impacted by the party including bathrooms, outside entrances, and the surrounding area.
- After cleaning, hosts can call Security to come and sign off on the party host form that the space has been cleaned. This will ensure that the hosts/organization responsible for the event will not be fined for failure to clean. By not asking Security to sign off with you, you open yourself up to the possibility that you may be charged for not cleaning.
- An \$80.00 fee will be charged if the party space has not been satisfactorily cleaned. This fee will either be split between the two hosts (charged against student account) or the club/organization responsible for the event (charged against the convocation fund).
- Arrangements should be made in advance for cleaning supplies. You can ask your Party Staff to contact Security, who can access supply closets for additional cleaning supplies if needed. The Building Managers for the Campus Center also have access to cleaning supplies.
- If damage occurs and the responsible person is not identified, either the hosts will have their own student accounts charged or, the sponsoring student organization may have their convocation account charged.

WORKING WITH PARTY STAFF:

- Security and the SRG assigns student Party Staff for all student parties. The number of Party Staff depends on the size of your party and whether you are serving alcohol. Please respect the role of the students who are Party Staff – they are there to help you have a successful event and ensure the safety of the students attending.
- Party Staff will basically administer the party's details. This does not mean the Party Hosts (you) are no longer responsible. They will simply help with wristbands, birthday list checking, overseeing alcohol distribution, and watching for safety violations. They will help you follow college policy and look out for the safety of your guests.
- Prior to the event, the party hosts should introduce themselves to the Party Staff. This will make it easier for them to locate a host during the event if needed. We encourage you to communicate freely with one another about your concerns and your desires for the party. The Director of Student Activities can also put you in touch with the Party Staff BEFORE your party, if you request it. Very large-scale parties will be assigned one or two officers from Security to monitor that things are running smoothly. For these types of events, the hosts will be required to introduce themselves to the officers that will be working the event.
- After the event is cleaned up, you are welcome to call Security. They can look over the space, confirm that everything is OK, and sign off on the party form. This will ensure that you will not be held responsible for any cleanup problems or damage charges caused by people after your event is over.

SOUND EQUIPMENT INFORMATION:

- If you need sound equipment for an event, you should ask the Sound Crew if they are available/willing. It is your responsibility to contact the sound crew and make arrangements for assistance. You can simply email [<soundcrew@bard.edu>](mailto:soundcrew@bard.edu) with questions/requests.
- **Do not assume that the Sound Crew will be there. It is your responsibility to make plans three days in advance with the Sound Crew to run equipment at your event.**
- Someone from the Sound Crew must sign your Party Registration Form to confirm that they will cover your event. If they are not able to sign, you can attach an e-mail confirmation from Sound Crew.

LEGAL RESPONSIBILITY:

- Students who register social events with the College often have questions about their responsibility as hosts. As a host, you are responsible for your guests, the facility used and its cleanup. If an accident should happen, you can be held legally liable. For example, if someone drinks alcoholic beverages at an event and later has a car accident, court cases have found the host(s) responsible. Likewise, if someone is injured, the host can be responsible.
- You are not only subject to civil action, which is injured person v. yourself for damages, but you are subject to criminal action, which is The State of New York v. yourself. The latter can bring stiff fines, jail time, and costly litigation expenses.
- There is also the possibility of action by the College or student-to-student complaints.
- For your own sake, protect yourself from accidents and the legal mess that follows. The best way to protect yourself is to adhere to all laws and policies in the Student Handbook.

“IF I DON’T HOLD UP MY END OF THE DEAL”:

- Hosts that do not meet the responsibilities expected of them will be removed from the approved list of party hosts and/or may be expected to attend another Party Planning Workshop again before being allowed to host any more events. Depending on the severity of the violation, hosts may be subject to official sanctions from the administration.

NEW YORK STATE LAW REGARDING ALCOHOL

- Driving while ability impaired - (Blood Alcohol Level of .05 to .09)
\$300 to \$500 fine, up to 15 days in jail /mandatory 90 day license revocation.
- Driving while intoxicated - (Blood Alcohol Level of .1 or more)
\$500 to \$1,000 fine, up to 1 year in jail and/or 3 years probation / mandatory six month license revocation.
- Felony driving while intoxicated - (Second DWI conviction in 10 years)
\$1,000 to \$5,000 fine, up to 4 years in jail and minimum 1 year license revocation. If under 21, loss of license until you reach 21.
- Furnishing alcohol to persons under 21
\$500 fine and up to 6 month in jail and/or 1 year probation.
- Possession by persons under 21
\$50 fine per offense and/or mandatory participation in an alcohol awareness program.
- Use of false identification
\$100 fine, revocation of license for 90 days, community service, and mandated participation in an alcohol awareness program.

These statutes are not arbitrary or negotiable. New York State handles alcohol related offenses in a severe manner, hence, a simple party can become a costly, embarrassing, inconvenient or even fatal lesson. Please avoid spoiling your party.

FACTS ABOUT ALCOHOL

- Alcohol, if abused can have severe, life threatening effects that range from addiction to alcohol poisoning to death. Many students know people in recovery or people who have had serious medical emergencies due to alcohol abuse. Still many other students are recovering alcoholics themselves. Never assume someone is a drinker. A more interesting and entertaining atmosphere is one that attracts many varieties of people, drinker or non-drinker. The following is a short list of side effects related to alcohol that you as a host should be aware.
- When alcohol is mixed with medications or other drugs, it's affect is often synergistic. This means that 1 drink plus 1 medication may equal the effect of 3 or more of each.
- Alcohol is addictive.
- The smell of alcohol can cause someone in recovery to become ill or have psychological flashbacks.
- Alcohol is a depressant. It causes inhibitions to be relaxed. The majority of sexual assaults involve alcohol.
- Bread, water, and cold showers will not help to sober someone up. Only time will allow your body to metabolize the alcohol.
- Alcohol effects people differently. A lighter person will become intoxicated more quickly than a heavier person. A person who drinks frequently will develop a tolerance to alcohol -- it takes more alcohol to reach the same effect but a person's blood alcohol level will rise in accordance with their intake regardless of their perceived tolerance. Some people are prone to violence when they drink.
- There is a genetic pre-disposition to alcoholism. Someone who has a parent who has been or is an alcoholic will be five times more likely to become an alcoholic themselves.

If you ever have concerns regarding your (or a friend's) alcohol or drug use, please seek out the resources that are available to you, such as the Counseling Office, Dean of Students Staff, Peer Counselors, or Faculty.