

# Social Affairs Regulations

Trinity College anticipates that its students will plan and implement a wide range of activities to complement their classroom experience. While social events are an important component to campus life, students' academic needs should always take priority at the College. The staff of the Office of Campus Life—Student Activities (Mather 107) is available to assist both individual students and recognized groups in bringing their programming ideas to fruition.

Below we discuss how to plan a program and the policies governing student events. It is important to remember that there are numerous and often overlapping demands and successful events require careful planning and enough time to complete all the steps. **Please note that individual hosts and/or student organizations and their officers who fail to comply with or enforce any of these regulations will face college judicial action.**

## *Planning an Event*

### Meeting with OCL Staff to Consider Logistics

The first step in the event planning process is to meet with a member of the Office of Campus Life—Student Activities to think through the necessary steps. Some events are quite simple and can be accomplished in a short time period. Others might require advanced planning and a considerable amount of coordination and outside resources. The steps discussed with OCL staff may include:

- Setting a date and time
- Working with collaborating programming bodies and offices
- Meeting with the Special Events and Calendar Office
- Identifying funding sources and College reimbursement policies
- Discussing approved vendors
- Assessing safety and risk management
- Reviewing the event registration process

## *Registration*

The college uses an online reservation system to keep track of all meetings, events, workshops, etc. All use of campus space must go through the online reservation system at: <http://reservations.trincoll.edu> , but only certain events require official college “registration.” The ones that do:

- are open to attendees outside the membership of the organization,
- will serve alcohol,
- will charge admission, or

- are advertised to off-campus participants in any way, or
- take place outdoors

These events must be registered online at least *two weeks prior to the event*.

Recognized Greek letter organizations who wish to register small-scale, late-night events at their houses should contact the Office of Campus Safety directly for approval.

### *Event Approval*

After registration has been completed, the Office of Campus Life and/or the Special Events and Calendar Office will review the plan. If the event overlaps with other events, conflicts with campus holidays, or cannot be feasibly managed on the date requested, alternate dates or times will be suggested.

### *General Event Policies*

Trinity College expects that all social events will be conducted in an orderly fashion with respect for the rights of students, guests, and surrounding neighbors, and with special recognition to the need of fellow undergraduates for an environment in which they can undertake their studies and other academic obligations.

With these considerations in mind, the College has established the following regulations with regard to parties, dances, concerts, and other student social events on College property or in Greek organization houses. The planning and successful running of the event is the responsibility of the officers of the sponsoring organization or individual host.

1. Any form of off-campus advertising of events is prohibited except with the express permission of the director of student activities. This includes posting off-campus, Facebook invitations to non-Trinity lists, radio advertising, fliers, etc.
2. Admission fees must be approved in advance by the director of student activities, who will consult any groups that have provided advance funding. If an admission fee is approved, a cash box must be used and given to the OCL administrator on site at the conclusion of the event. All funds will be deposited into the organization's College account.
3. Social events may not be held on weekdays before 4:00 p.m., when most classes have concluded for the day.
4. All indoor parties must end, with music off and lights on, by midnight Sunday through Thursday, and by 2:00 a.m. Friday and Saturday. There are no exceptions to this policy.
5. All outdoor parties, including Greek organization events on their grounds, must end, with music off and lights on, by midnight Sunday through Thursday, and by 1:00 a.m. Friday and Saturday.

6. The sponsor(s) are responsible for ending the event on time and moving the guests quietly and expeditiously from the venue.
7. No student social events at may be held after the last day of classes each semester. The only exceptions are Senior Week events.
8. The sponsor(s) of the event must be on site and make themselves known to guests, Campus Safety officers, and College administrators at the start of the event.
9. The number of guests (non-Trinity students) should not exceed the number of Trinity students present at any event. Each Trinity student may not bring more than two guests to an event.
10. Trinity students are expected to provide their student ID upon entrance to events. As guests arrive, they must show a valid college ID and check in. Their student host must do the same and remain present at the event for as long as guests remain. Non-Trinity students who are not guests of Trinity students may not attend undergraduate-sponsored social events. Family-oriented events and those open to the community may provide some exceptions to this guest policy at the discretion of the Office of Campus Life.
11. It is the responsibility of the sponsoring organization to uphold the policy that guests must be accompanied by a Trinity student to enter the event. Individual students will be held responsible for the behavior of their guests.
12. At the conclusion of the event, sponsor(s) must ensure that the facility and adjacent areas used are clean and undamaged to the satisfaction of the administrator(s) on site. The Facilities Department will assess fees for cleaning or damage. Sponsors may also be referred to the Dean of Students Office for disciplinary action.
13. Security needs for each event will be determined by the Office of Campus Life.
14. If deemed necessary for health or safety reasons, Hartford Police, Campus Safety, OCL staff, or event sponsors may end the event early. Students who are behaving inappropriately may also be removed from the event at the discretion of these staff members. Such action should be reported to the Office of the Dean of Students as soon as possible.

### *Events with Alcohol in College-Owned Facilities*

These policies apply to events with alcohol in College-owned facilities or privately owned ones (e.g., Greek organization houses, Hillel) that are open to the entire campus community. In addition to the following policies, the College's general regulations regarding the use of alcoholic beverages, on p. 111, apply.

Student organizations are encouraged to plan in advance when interested in holding a social event with alcohol. Organizations should start their planning of

social events *eight weeks prior to the event* to help the Office of Campus Life better assist those organizations wishing to hold an event with alcohol.

**Please note that alcohol is *not* allowed at student events when those in attendance will be predominately underclassmen (approximately 75 percent under drinking age). This means no alcohol may be served, and no alcohol may be brought in (*no BYOB*).**

1. Alcohol *is* allowed at student events when:
  - (a) those in attendance will be predominately seniors, faculty, or alumni (approximately 75 percent of legal drinking age), or
  - (b) they are part of special alumni events (i.e., Tent City, Homecoming tailgating).
  
2. Alcohol service is provided within the following parameters:
  - (a) When alcohol is provided at College social functions or at other College functions sponsored by individuals and undergraduate organizations, those providing it and those consuming it will obey College regulations, state statutes, and Hartford ordinances.
  - (b) The sponsor(s) of functions, as well as the facility host in the case of events at Greek organization houses, are responsible for seeing to it that the provisions and consumption of alcohol are lawful and that the behavior of individuals and groups conforms to College standards.
  - (c) The College's preferred vendor (Chartwells) must supply alcohol and trained, bonded, and insured bartenders at any events in College-owned facilities.
  - (d) The Office of Campus life will determine an appropriate method for checking IDs and wristbanding those of legal drinking age.
  - (e) Alcohol is served in an area separate than any dance floor, and no drinks allowed on dance floor.
  - (f) Only beer and wine are served. No hard alcohol may be served at any registered social events.
  - (g) Limited alcohol service time (not the entire span of the event)
  - (h) When hosted by a faculty member or fraternity, there must be a person who is registered as a "host" and assumes responsibility for the event.
  - (i) The Special Events and Calendar Office will register individual "hosts" and have them sign off on a form with the rules outlined.
  - (j) Hosts must purchase insurance if deemed necessary by the Special Events and Calendar Office.
  - (k) Social events at which alcohol is served may not be held Sunday through Thursday nights.

- (l) Fundraising parties at which alcohol is provided are not permitted.
- (m) No alcohol may be brought into the event (*no BYOB*).
- (n) Advertising for social functions is to be free of reference, direct or indirect, verbally or graphically, to the availability (or unavailability) of alcohol.
- (o) Departments and offices that, from time to time, entertain undergraduates may provide alcohol only under conditions that conform to the College regulations and the law.
- (p) Whenever alcohol is served, Chartwells is required to also provide an adequate supply of food and non-alcoholic beverages.

### *Events with Alcohol in Non-College-Owned Facilities*

These groups are required to use the services of a third-party alcohol service provider or obtain a temporary liquor permit from the Liquor Control Board if they wish to hold an event with alcohol and charge admission. Pending the recommendations of the Liquor Control Board and the Hartford Fire Marshal, sponsoring organizations should allow at least four weeks for the temporary liquor permit to be processed. Please note that this four-week time period is in addition to the two weeks required for the College's registration process. If the sponsoring organization/individual gains a temporary liquor permit, the following actions will be necessary for the event to take place:

1. A copy of any liquor license, short term or long term, that has been procured by an undergraduate organization must be placed on file with the director of campus safety one week before the alcohol is to be served under the license. Sponsors of events where alcohol will be served and for which a charge at the door is advertised can require payment only if a one-day permit is obtained.
2. When a permit is not obtained, the sponsor or sponsoring organization must provide alcoholic beverages free of charge.
3. The sponsoring organization/individual will be required to provide two event monitors from the organization as contacts for the night of the event.
4. The sponsoring organization/individual must arrange for security personnel. The director of Campus Safety will determine appropriate security needs.
5. Each sponsoring organization/individual will be required to provide bartending and ID-checking staff hired by the Office of Campus Life for the serving of alcohol and guest registration.
6. If the sponsoring organization/individual will charge admission for the event and collect money at the door, the organization/individual must submit the names of students involved in the collection of money or tickets on the

registration form. These students, along with event monitors from the sponsoring organization, are required to meet with a representative of the Office of Campus Life prior to the event to review procedures for those attending.

7. The Office of Campus Life will determine the quantity of alcohol allowed at the social event.
8. The Office of Campus Life will provide at least one administrative staff member from the department.
9. When an organization chooses to use the services of a third-party vendor for procuring and dispensing alcohol, the following conditions will apply:
  - (a) The sponsoring organization must have a copy of its insurance certificate that names Trinity College and its agents as additionally insured on file with the College's business office.
  - (b) A copy of the vendor's liquor license must be forwarded to the Office of Campus Life—Student Activities at least one week before the event.
  - (c) All vendors must provide proof of insurance and any certificate of insurance must list Trinity College and its agents as additionally insured. The insurance certificate must be forwarded to OCL at least one week before the event.

### *College Sponsored Events with Alcohol that Take Place Off Campus*

1. Alcohol service is up to individual facility's policies.
2. No drink tickets may be provided by the College.
3. Reduced selections are recommended (no shots, hard bars, etc.).
4. Transportation to and from the event must be provided by a third-party transportation company.