

The group(s) hosting the event will be held responsible for any underage drinking, overserving of alcoholic beverages or damages to the space. It is essential that monitors and servers are cognizant of what is occurring at their event and communicating with each other to ensure the safety of all guests at the event. If there are excessive issues or disturbances to the community, the host(s) may not be approved for future registered events.

Parties can only occur between 9:00pm and 1:00am. Forms must be submitted to the Office of Student Rights and Responsibilities at least three (3) business days prior to the event. Contact Mitch Joseph, Director of Student Rights and Responsibilities, if you have any questions about this form or help planning your event.

Sponsoring Chapter/Organization/Program: _____

Date of Event: _____ Start Time: _____ End Time: _____

Estimated Attendance: _____

Purpose/Type of Event: _____
(open to entire campus, closed to guest list, etc.)

Use of Spaces

- Please review the list of approved spaces to ensure that the space will meet the needs of your event. A list of approved spaces for alcohol consumption and their capacity can be obtained from the Office of Student Rights and Responsibilities.
- Reserve the party space through Connect Daily (connectdaily.wooster.edu).
- The Underground can be reserved, but not through Connect Daily. Contact Julia Zimmer, Director of Lowry Center and Student Activities to reserve The Underground.
- It is essential that fire safety codes are followed to ensure the safety of all guests and hosts of the event. If capacity has been exceeded, no more guests may enter, and the monitors must clear the space to get back to approved fire code parameters.

Location of Event: _____ Reserved? Yes No

Safety and Alcohol Consumption

- Per *The Scot's Key*, non-alcoholic beverages and food must be provided at all events serving alcohol.
- When alcohol is being consumed, it is important that food is consumed before and during the consumption to slow the rate of absorption into the blood stream. It is essential that sufficient food and non-alcoholic beverages are available to guests at all events for the duration of the event.
 - Pizza, subs, catering from Dining Services or local restaurants are all acceptable food for an event. Non-alcoholic options could include soda, lemonade, iced tea, non-alcoholic punches etc.

Food: _____

Non-alcoholic Beverages: _____

Primary Event Contact

As the main contact person, I agree to be legally sober at the start of the event and remain so for the entire duration of the alcoholic event remain sober. I also understand I am responsible for monitoring that my organization is upholding the policies found in *The Scot's Key*. In addition, I understand and agree that should a situation arise at this event, my contact information will be disclosed as the main contact for my organization. I will be expected to work with Security and Protective Services to resolve issues. I agree to be a responsible party monitor and intervene in any situation that may jeopardize the safety of members/guests at the event.

Printed Name: _____
Phone Number (able to be reached during event): _____
Email: _____@wooster.edu Number of Party Monitors: _____
Signature: _____ Date: _____

Party Monitors & Servers

Party Monitors

- All party monitors must remain sober.
- At least one (1) of the party monitors must live in the house/suite/building where the party is being held. The house members and organization members will be held responsible for the party and any damages to the space.
- Party Monitors will be stationed at each entry and exit point to the event. There will also be a monitor per fifty (50) guests floating inside the event.
 - 1 floating monitor is needed per 50 people (*100-149 guests = 3 monitors, 150-199 guests = 4 monitors*).
- Monitors at the door will mark legal drinking age guests with wristbands. The Residence Life staff member that is on call will provide wristbands upon check-in prior to the start of the event.
- T-shirts will be worn by Party Monitors to identify them to the College staff and any students that may need assistance while in attendance at the party. T-shirts will be provided to students by the Student Rights & Responsibilities. T-shirts are only given once so the shirts should not be altered to a point that they cannot be worn again.

Party Servers

- All servers will remain sober at all times. Servers/Bartenders must be at least 19 years old.
- Servers will not serve anybody that is NOT wearing a wristband. Wristbands indicate that a guest is twenty-one (21) years of age.
- There must be 1 server per 100 guests at the event.

Required Trainings

- Every Party Monitor and Server must attend training sessions before being able to serve as a party monitor. These trainings will occur at least two (2) times per semester. The student only has to attend this one time.
- Party Monitors and Servers must also attend a one (1) hour refresher training. Trainings will be held at least two (2) times per semester.
- Trainings are organized through the Longbrake Student Wellness Center – Rachel David, Health Education Coordinator (rdavid@wooster.edu).

Staff List

As a party server and/or monitor, I agree to be legally sober at the start of the event and remain so for the entire duration of the event. I also understand that I am responsible for monitoring that my organization is upholding the alcohol policy for the College of Wooster alcohol event guidelines outlined in *The Scot's Key*. I will be expected to work with Security and Protective Services to resolve issues. I agree to be responsible in my role and intervene in any situation that may jeopardize the safety of members/guests at the event.

Printed Name: _____	
Phone Number: _____	Email: _____@wooster.edu
Role: <input type="checkbox"/> Monitor <input type="checkbox"/> Server	Date of Birth: _____
Signature: _____	Date: _____
Printed Name: _____	
Phone Number: _____	Email: _____@wooster.edu
Role: <input type="checkbox"/> Monitor <input type="checkbox"/> Server	Date of Birth: _____
Signature: _____	Date: _____
Printed Name: _____	
Phone Number: _____	Email: _____@wooster.edu
Role: <input type="checkbox"/> Monitor <input type="checkbox"/> Server	Date of Birth: _____
Signature: _____	Date: _____
Printed Name: _____	
Phone Number: _____	Email: _____@wooster.edu
Role: <input type="checkbox"/> Monitor <input type="checkbox"/> Server	Date of Birth: _____
Signature: _____	Date: _____
Printed Name: _____	
Phone Number: _____	Email: _____@wooster.edu
Role: <input type="checkbox"/> Monitor <input type="checkbox"/> Server	Date of Birth: _____
Signature: _____	Date: _____
Printed Name: _____	
Phone Number: _____	Email: _____@wooster.edu
Role: <input type="checkbox"/> Monitor <input type="checkbox"/> Server	Date of Birth: _____
Signature: _____	Date: _____

Agreement

Walk-throughs and Check-in of Event

- A Residence Life Duty Staff will visit the location to check in with all Party Monitors, Contact Person, and Servers 15 minutes before the start of the party.
- Security and Protective Services will make sure the event is closed at 1:00am.
- Residence Life Staff will inspect the party location before the event and after should there be cleaning or damage fees that need to be addressed with the group so that they are not applied to the residential community.

Approval

- Primary Event Contact will meet with the Director of Student Rights and Responsibilities to discuss their registration form and details related to the event.
- Students will receive approval following a meeting to discuss their event. Approval is given by Mitch Joseph, Director of Student Rights and Responsibilities.

Cleanup

- The Residence Life staff member will meet with the group prior to the start of the event to do an inspection of the space. A follow-up inspection will occur by 10:00am following the event. If there is any vandalism, damage or excessive cleanup, the group will be responsible for the fees.
- Houses that host events will not receive a check-in from the Residence Life staff member. The hosts of the event are expected to do a check of their home and ensure that all residents are aware of any damage

Themes

- All hosts must be aware of the selected themes for their events. Any themes that emulate particular groups, race, ethnicity, culture, or gender degradation would be considered insensitive and will not be approved.

In Case of Emergency

- Servers, monitors, and hosts reserve the right to refuse serving of any guests that appear to be heavily intoxicated. If a guest appears to be heavily intoxicated, contact Security and Protective Services for assistance at the event.
- **If you find yourself in need of assistance, contact Security and Protective Services at 330-287-3333**

Signature of Primary Contact: _____ Date: _____

Submit this form at least three (3) business days prior to the requested date to the Director of Student Rights and Responsibilities, Mitch Joseph (mjoseph@wooster.edu) - Lowry Center lower level.

Approval: Yes No: _____

Signature: _____ Date: _____

cc: SPS Res Life Student Activities Other: _____