Undergraduate Event Registration Process: Penn’s PILOT Program

A Training Module for Student Leaders and Advisors

University of Pennsylvania
Office of Alcohol and Other Drug Program Initiatives
Through several meetings and substantive research, the Alcohol Policy Review Committee (APRC) unanimously agreed that in order to increase safety across our community, we needed to increase the use of on-campus party registration and associated safety regulations by all students.

The APRC identified five key goals for its policy pilot program:

1. To increase safety for all Penn student groups.
2. To increase student use of on-campus party registration.
3. To reduce costs for student groups in hosting registered, safe events on campus.
4. To increase social equity on campus across student groups.
5. To increase student accountability around alcohol related policies.
Fall 2012 Policy Pilot: Changes

* **Tiered party system** allowing for the inclusion of mixed drinks at certain registered events on campus

* **More on campus spaces** to host events with alcohol for **all** registered students organizations

* **Security subsidy fund** to help subsidize costs associated with registered events

* **Accountability** that will be monitored by the student-led, Events Review Board
Undergraduate tiered events: Outline

* **TIER 1**: Members + Guests (1 guest:1 member ratio) = 150 people total, max
  * Requires a predetermined **guest list** to be given to security (no open access).
  * On a case-by-case basis, Tier 1 events may be permitted to have three types of drink options: beer, wine, mixed drinks.
    * **Mixed drinks**:
      * A maximum of two types of 80 proof alcohol (e.g. vodka and rum; grain alcohol is prohibited on campus)
      * no full bar allowed
      * no shots or “on the rocks” allowed
      * single shot alcohol drinks only (e.g. no Long Islands or “doubles”).
  * All alcohol service must follow party registration guidelines and be approved.
  * Ample food and non-alcoholic beverages must be served.

* **TIER 2**: Events larger than 150: guest-list (closed) or public access (open)
  * Beer and wine only.
  * All alcohol service must follow party registration guidelines and be approved.
  * Ample food and non-alcoholic beverages must be served.
In order to increase **social equity and opportunity for all student groups**, alternative on-campus spaces are being explored and identified for undergraduate student groups to host events with alcohol.

* **Stipulations:**
  * **On-campus party registration rules will apply** to all undergraduate events with alcohol on campus.
  * **Each participating facility can add additional regulations** and expectations to the party registration policies to accommodate the needs and **regulations of the facility** (e.g. occupancy maximum, facility hours of operation, security expectations, etc.)

**Current Approved Spaces:** Houston Hall and more to come...

(The Office of Alcohol and Other Drug Program Initiatives will update their website as new spaces are identified)
Penn’s current alcohol policy requires professional security to oversee carding and wrist-banding at all undergraduate events with alcohol. Costs associated with this required safety measure will be addressed through a security fund that spans to all undergraduate student groups hosting events with alcohol on campus.

- A short application is available for student groups to apply for funds to help subsidize the cost of approved security at registered events.
- Student groups must follow the guidelines of the Alcohol and Other Drug policy before, during, and after their registered event to continue to receive funding.

**Stipulations:**
- Student organizations can apply to receive funding for 1-2 security guards, depending on the event.
  - 1 security guard for events with 150 guests or less
  - 2 security guards for 151 guests or more (3rd security guard may be recommended in some instances)
- Additional security would be the responsibility of the student organization to fund independently.
- All security must be from University approved vendors.
The Alcohol Policy Review Committee created the student-led Events Review Board to hold student organizations accountable when hosting events on campus with alcohol.
Why does Penn register on-campus and 3rd party vendor parties?

- **Liability:** When students host an event, they are liable for what happens, legally and according to the University.

- **Safety:** On-campus events with alcohol are safer and encourage students to be proactive.
Party Registration Process
4 Easy Steps!

1. **Fill out** the correct form online (on campus or 3rd party venue):
   [http://www.vpul.upenn.edu/alcohol/hosting.php](http://www.vpul.upenn.edu/alcohol/hosting.php)

2. **Print the form and get it signed** by Office of Fraternity and Sorority Life or your group’s advisor.

3. If you are hosting an event at a 3rd party venue, you need:
   a. **Signature** of the owner/manager
   b. Current **liquor license** and **insurance policy** information
      i. Can be faxed to AOD (215-573-7944)

4. Physically **submit** signed materials by **2pm the Monday** before your event, to AOD (3611 Locust Walk).
Essential Items for All Events

* **Sober hosts:** at least 1 for every 30 guests (on-campus) and 1 for every 50 guests (3rd party venue)
* **Professional, university approved bartender**
* **Professional, university approved security:** 1-2 guards depending on the event
* **Food**
* **Water and other non-alcoholic beverages**
* **Competency plan:** that outlines the essentials for all events that your organization may have
What is the role of the sober hosts?

* Must be sober for the **duration** of the party
* Take **ownership** over the event
* **Troubleshoot** when issues arise (and they do!)
* **Work collaboratively** with the alcohol monitors & security (on campus) and management (**3rd** party venue)

* **If you need help – ask!**
A **competency plan** is an organization's unique commitment to reducing high-risk drinking at events with alcohol.

For an example of a competency plan and guidelines for developing your own, check out the AOD website ([http://www.vpul.upenn.edu/alcohol/competency.php](http://www.vpul.upenn.edu/alcohol/competency.php)).

Each organization **must hand in a competency plan** with the registration forms of the **first event** of the academic year and **meet with the Graduate Assistant** in AOD to discuss their plan.
What is an alcohol monitor? What is their role on campus?

- **Work with sober hosts** to maintain a safe party environment and address any issues that may arise.
- **Roam campus** over the weekends to ensure that the University alcohol policy is being followed.

What to expect from Alcohol Monitors?

- **At on campus registered events:**
  - Monitors will **arrive before** the start of the party to check the set up of the event. They will **stop by throughout** the duration of the party.
  - Monitors bring the **wristbands** and give them directly to the security guard.
  - Use the monitors as a resource, they want your registered event to be a success too!
  - Work with sober hosts & security during the event if any issues come up.
On Campus Events: Alcohol Monitors

* What to expect from Alcohol monitors?
  * At potential unregistered events on campus:
    * Alcohol monitors roam Penn’s campus on Thursday, Friday, and Saturday evenings. If they suspect an unregistered event is happening (violation of the alcohol policy), they will attempt to get in touch with designated leadership (President of organization) first.
    * If event continues, then they will contact UPPD to shut the event down.
      * In this case, work collaboratively with the monitors, OFSL, and UPPD.
FAQs: General

* What kind of parties have to be registered?
  * All parties! Any event on or off-campus hosted by a registered student organization with alcohol has to be registered through AOD.

* Do all registered parties have to be large, open events?
  * No, a party of any size needs to be registered. From a small, invite-only date night to a large, open event, all parties need to be registered.
FAQ: General

* Do we have to have food and non-alcoholic beverages?
  * Yes, at both on campus parties and 3rd party venues you must have appropriate amounts of food, non-alcoholic beverages, and water for your guests.

* Are there restrictions on advertising the event?
  * Be smart with your advertising. Do not include inappropriate messaging (i.e. getting drunk, sexual in nature, etc.).
  * 3rd Party Venue: Do not include specific drink specials in your advertising.
FAQs: On Campus Events

* For a party on campus, do we have to hire University Approved Bartenders and Security?
  * Yes. All of the contact information for bartenders and security is on the AOD website:
    (http://www.vpul.upenn.edu/alcohol/hosting.php)

* What kinds of alcohol, and how much of it, can we serve?
  * Beer (only in cans), wine, and mixed drinks at certain events.
    * The type of alcohol served depends on the size of the party AND pre-approval (for mixed drinks).
  * Because most Penn students consume 0-4 drinks when they go out, you should make available no more than 4 alcoholic beverages per of-age guest.
FAQs: 3rd Party Venues

* Are there certain 3rd party venues we have to use?
  * There are no restrictions on the type of bar/club/restaurant you host your event in. If you have any questions about certain venues, please contact AOD (215-573-3525).

* Is there a list of bars, restaurants, and clubs that have already provided their liquor license and insurance certificate?
  * Yes! Take a look at our AOD website.

* Can we have bar minimums?
  * Typically no, but if it is necessary for your organization to secure the venue please talk to a staff member of AOD to ensure that the bar minimum is appropriate for the number of guests at your event.
On Campus & 3rd Party Venues:
- You need plenty of food and non-alcoholic beverages
- Be as accurate as possible with attendance estimates
- Control the door and the crowd
- Prevent access to areas that are off-limits
- Prevent underage drinking

On Campus:
- Every guest needs a college ID to get into a party
- For Guest list events, the list must be submitted at least a day before the party… Monitors will bring the list with wristbands and hand to the security guard at the start of the event.
Consequences of an Unregistered Event

- If student organizations do not follow University Protocol found in the Alcohol and Other Drug Policy, organizations risk fines, administrative sanctions by OFSL and/or the Office of Student Conduct, and loss of access to your programming budget.
Party Registration Recap

- COMPLETED registration forms are due no later than 2pm Monday before your event!
- Sober hosts must be present at every event and committed to the success of the party.
- Every organization must have a competency plan.
- Every organization must meet with the GA in AOD before its first event of the academic year.
- Students are expected to collaborate with the alcohol monitors & security (on campus) and security & management (3rd party venues) during events.
Questions? Contact us:

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