

CAMPUS EVENT CONTRACT FOR RESIDENCE HALLS

Responsibilities of Host(s)

The primary concern of the host(s) is to maintain a safe environment for students and their guests and to abide by College rules and Florida laws. An individual who assumes the responsibility for hosting, serving, monitoring, or coordinating parties and events must be a current Eckerd College student. If the event is serving alcohol, the host(s) must be a 21-year-old current Eckerd student.

General Responsibilities:

1. To register the event and have all paperwork completed and signed with the Department of Campus Activities, Residence Life, and Campus Safety at least **5 business days** before the event.
2. To give the name(s) of all responsible host(s) and the signature of the resident advisor(s) (RA) and assistant resident coordinator (ARC) if the event is being held in or near a residential building. To be turned in least **5 business days** before the event.
3. To inform all rooms or suites of a house or complex at least **5 business days** before the event will be taking place within/near their residence. This will be confirmed with a signature from one representative from each room/suite giving consent and returned to Residence Life.
4. To enlist the aid of Campus Safety and Security and the RA staff, when necessary, to ensure compliance with Florida law and Eckerd policy in regards to alcohol and other drugs.
5. To ensure that hosts are present at all times and remain **sober and attentive** throughout the event.
6. To ensure that the party site is cleaned up and furniture is placed in its original location after the event.
7. To ensure that any guest, whose behavior is disruptive or creates an unsafe environment, will be asked to leave the event, enlisting the aid of Campus Safety and Security if necessary.
8. To assist with admission and crowd control at parties or events.
9. To ensure that only members of the Eckerd College Community and their escorted guests attend the function. Prospective students and alumni are considered guests and must be escorted.
10. To ensure that amplified music will cease at 1:30AM on weekends and 11:30PM on weeknights.
11. To ensure all beverages are consumed out of plastic cups.
12. To bear financial responsibility for any damages to College and student property that occurs during the event if the responsible person cannot be identified. The Office of Student Affairs will work with the host(s) to resolve these cases as fairly as possible based on all available information.
13. To check with Campus Safety and Security at the beginning of the event and maintain in communication for the duration. If no officers are assigned, Campus Safety officers will check the event to ensure compliance. Host(s) must identify themselves and cooperate in every respect.

Additional Responsibilities of the 21-Year-Old Host(s) when Alcohol is served

1. To assume liability and to ensure compliance with all Florida State Laws & Eckerd policy concerning alcohol and other drugs.
2. To determine a method for the identification of guests of the legal drinking age of 21 years-olds.
3. To provide personnel to check IDs, issue wristbands and hand stamps to 21-year-olds.
4. To have clearly marked boundaries designated for the consumption of alcohol.
5. To name and assign monitors who will assist the host during the party.
6. To monitor and control the service and consumption of alcohol.
7. To prevent those under 21 years of age from consuming alcohol.
8. To enlist the aid of Campus Safety and Security or members of the Residence Life Staff, when necessary, to ensure compliance with Florida law and/or Eckerd Policy.
9. To deny alcohol to persons who appear intoxicated.
10. To ensure that alcohol is kept in a secure area.
11. To ensure that proper amounts of food and non-alcoholic beverages are present throughout the party.
12. To ensure that alcohol is secured at the end of the party.
13. To ensure that serving alcohol does not exceed 1:00AM on Weekends and 11:00 PM on Weekdays.
14. To contact Campus Safety and Security or Residence Life Staff for any assistance, if necessary.

Checking for Proper Identification at Events

1. Eckerd students should provide an Eckerd ID and/or a valid driver's license, passport or government issued ID card
2. Photo ID is required for all 21-year-old guests.
3. Guest of Eckerd students are required to produce a government issued ID to verify age. (Guest Policy is in full effect at all times.)

Determining the need for Security Officers at Parties

When a host registers a party, the Director of Campus Safety and Security assist Campus Activities and Residence Life with determining whether to assign Security Officers or RA staff to a party based on a combination of the following factors:

1. Size of party.
2. Type of entertainment.
3. Other events/parties occurring on campus.
4. Location of the party.
5. History of the party location or history of the party theme.
6. Amount and type of alcohol.
7. Host'(s) discipline record

Responsibilities of Security Officers Assigned to Events

Security Officers are not responsible for supervising, overseeing or regulating the consumption of alcohol. However, they will take appropriate action when deemed necessary. The responsibility rests with the 21-year-old host and adherence to the law is the obligation of each individual student. Officers are assigned to parties for the following reasons:

1. To notify the host if underage drinking is suspected.
2. To directly intervene when requested by the host when it is reasonable and prudent to do so.
3. To identify and report to security supervisors the names of students who fail to comply with Florida laws or Eckerd College policy.
4. To assist students to ensure that only members of the Eckerd College community and their invited guests attend the event.
5. To shut down parties that are deemed excessively noisy or unruly, extend beyond the stated ending time, exceed fire capacity limits, or violate the terms of the party plan or party policy.
6. To assist in the event of any emergency.
7. To assist the host when dealing with a disruptive or intoxicated guest.
8. To help the host secure any alcohol remaining at the end of the party.

Party Clean-Up Policy

An important part of any party planning involves planning for clean up. Always inspect the party area before the party begins, and carefully note any pre-existing damage. Clean-up regulations are listed below:

1. Pick up all trash both inside and outside buildings and bring it to the designated rubbish removal area.
2. Sweep floor; vacuum carpets or rugs.
3. The area must be cleaned by noon the following day of the party.

Hosts can call Campus Activities or Residence Life to request additional time to complete the clean up for a party as long as the clean-up process has been initiated. The options for clean-up are as follows:

1. Get a volunteer group of students to clean.
2. You may hire your own student workers at lower rates.

In the event that the area is not cleaned sufficiently, as determined by the Custodial Supervisor in accordance with above directions, the following procedure, the Custodial Department will clean up the party area. There will be hourly charges for the labor. The host will also be charged for whatever cleaning materials were used.

Facilities Assistance

The Activities Office, in conjunction with Facilities, can assist with the physical set up (tables, chairs, risers, electrical assistance, etc.) for parties and other events. When planning an event it is advisable to have one person be the contact person for your group-this eliminates much confusion and often unnecessary charges. There are certain requirements that must be met and there are certain requests that will always incur a charge. Below is a description of the requirements and requests that will incur charges.

Grounds and Electrical Requirements

Moves and setups must be scheduled at least five (5) working days in advance. Work requested must be accomplished during normal working hours. Requested moves are to and from locations on campus.

Facilities Assistance (tables, chairs, etc.)

Charges will be incurred for the following (if the requirements listed above are not met the cost for the last four items listed below could be significantly higher):

- Moves and setups not scheduled at least five (5) working days in advance.
- Work requested that cannot be accomplished during normal working hours.
- During extremely busy periods, it may be necessary to hire an outside contractor to accomplish the request. This will incur a charge regardless of whether the above requirements have been met.

Assistance from Other Shops

Questions regarding other services (carpenters, painters, etc.) should be addressed by calling the Activities Office. These services will be performed in-house as often as possible, there may, however, be times and or jobs that will require hiring an outside contractor. (Custodial questions are addressed in the Party Clean Up Policy).

STUDENT AFFAIRS AND CAMPUS SAFETY HAS THE RIGHT TO APPROVE, DISAPPROVE, OR MAKE CHANGES TO THE CONTRACT OR EVENT UP UNTIL THE EVENT TAKES PLACE AND DURING THE EVENT. Failure to comply with the registered plan may result in the event being shut down by the Campus Safety Officers and/or Student Affairs and possible judicial sanctioning.

Campus Event Contract

Name of the Event: _____

Description of the Event: Please type and attach to form.

Date: _____ Location: _____ Time: _____

Signature _____ PinnedName _____ Date _____
Event Host

Signature _____ PinnedName _____ Date _____
Event Host

Signature _____ PinnedName _____ Date _____
Event Host

Signature _____ PinnedName _____ Date _____
Event Host

Campus Event Contract

Name of the Event: _____

Description of Event:

Date: _____ Location: _____ Time: _____

Tonya Womack

Resident Coordinator for Programming

Signature _____ PinnedName _____ Date _____

Mike Robilotto

Assistant Director of Residence Life

Signature _____ PinnedName _____ Date _____

Sylvia Chillcott

Director of Campus Safety

Signature _____ PinnedName _____ Date _____

Lova Patterson

Associate Director of Campus Activities

Signature _____ PinnedName _____ Date _____

Fred Sabota

Director of Campus Activities

Signature _____ PinnedName _____ Date _____

Marti Newbold

Assistant Dean of Students

Signature _____ PinnedName _____ Date _____