

House Event Planning 2009-2010



Revised 8/09
Residence Life/hld

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INTRODUCTION

The *Guide to House Event Planning 2009-20010* is intended to assist residential life staff, house leadership and individual students in planning events and creating programs for the Smith community. Used in conjunction with the *Smith College Student Handbook*, this Guide provides necessary and important information for students planning, as well as participating in, activities and events either as part of an organization, a house or as part of the Smith community as a whole. Some of the topics covered in this Guide include fundraising, the procedures to reserve space on campus for your activities, as well as a listing of the resources available to you as you plan your events.

Because no booklet, guide or handbook can answer all your questions and concerns, there are a number of people with whom you are encouraged to discuss your programming proposals, ask questions and seek out for program planning advice. The professional and student staff listed below work closely with several elected house leaders who can provide invaluable assistance to your organization. If you are not sure with whom you should speak, the Assistant Director of Residence Life can direct you to the right person. Early contact with the staff listed below can help an organization or house avoid later problems and unnecessary hassles. Remember, no question is too small when it comes to the success of your event.

RESIDENTIAL LIFE STAFF

Area Coordinators (AC):

There are six (6) ACs at Smith. Each AC oversees one area of campus, supervises student staff (HRs, HC's and HCAs), deals with judicial problems as they arise, serves as a source of support and resource and approves and advises social events.

To contact the AC located in your area of campus see the list below. Your Area Coordinator is available in the Area Office to meet with you. You can stop by during open hours or can see if they are available to make an appointment or take a quick question. Open hours are posted each semester in your house by your house staff.

West Quad: x4374, Office located in the basement of Comstock House
(Comstock, Wilder, Wilson, Gardiner, Morrow)

East Quad: x4934, Office is located on the first floor of Scales House
(King, Scales, Jordan, Cushing, Emerson)

Center Campus: x2234, Office located in Ziskind Faculty Suite
(Cutter, Ziskind, Hopkins, Friedmans, Sessions, Tenney, Haven/Wesley, Park)

Upper Elm: x6970, Office located in Chase House Basement
(Lamont, Capen, Dawes, Northrop, Parsons, Talbot)

Lower Elm: x2237, Office located in Chase House Basement
(Albright, Baldwin, Chase, Duckett, Gillett, 150 Elm, 12 & 26 Bedford Terrace, Conway House)

GreenStreet: x2236, Office located in Hubbard Basement
(Chapin, Hubbard, Lawrence, Morris, Tyler, Washburn, 44 & 54 Green St., 47 Belmont St)

Student Staff Members: Head Residents (HR), House Coordinators (HC), House Community Advisors (HCA).

These are students who live in the houses, plan social and educational programs, enforce college policies, and work to create a strong house community.

Coordinator of House Events (CHE)

The CHE works closely with social chairs, house staff, Area Coordinators and the Assistant Director of Residence Life with scheduling, coordinating, and registering social events sponsored by the house social chairs, house staff, and groups of residents. This person acts as a liaison among various student groups and administrative departments, such as the Residence Life, Student Activities, Building Services, Dining Services, Physical Plant and Public Safety. The CHE holds weekly office hours in the Residence Life Office, Clark Hall.

Coordinator of House Events Job Description

The Coordinator of House Events (CHE) maintains all of the organizational and administrative aspects of House Social System operations on campus, including the scheduling of social events sponsored by the house social chairs. The CHE reviews and updates the *House Events Guide* and initiates policy and procedural changes for the betterment of Social System operations and event management. They work closely with the Social Chairs, House Presidents, Assistant Director of Residence Life, Area Coordinators, Director of Residence Life, Director of Student Activities and the Campus Center, Assistant Director of Student Activities, Public Safety, the Head of Student Organizations and other appropriate student committees for planning social events.

Duties and Responsibilities:

Coordinate the scheduling of social events sponsored by the house social event coordinators and other house leaders. In this capacity, this person will have the following responsibilities:

1. Register student social events sponsored by houses. Update and distribute weekly social events calendar to the administrative offices and house social chairs.
2. Act as a resource person to students planning social events particularly regarding the various offices who assist with sound equipment, furniture moving, food and beverages, etc.
3. Resolve problems related to scheduling of student social events, such as space registration and contracts by working closely with Scheduling Office, Student Government Office, Facilities Management, Building Services, Dining Services and the Office of Residence Life. Share concerns and discuss issues with the Assistant Director of Residence Life, the Area Coordinators, and the Director of Student Activities.
4. Hold 6 hours of office hours in the Office of Residence Life, Clark Hall 101, throughout the week for scheduling, meeting with students and responding to telephone calls, coordinating of campus social events, preparation of reports, a supervisory meeting and office work.
5. Work closely with area coordinators and the Assistant Director of Residence Life, the Director of Residence Life, the Director of Student Activities and Public Safety in planning for weekend parties and anticipating potential problems. Coordinate with Rec. Council, the Head of Student Organizations and other appropriate student committees who plan social events.
6. Review and update *The House Events Guide*. Initiate policy and procedure changes for the betterment of Social System operations and event management.
7. Maintain e-mail distribution lists, enforce attendance policy at monthly meetings, and maintain a current file of all registered and trained ID Checkers, Bartenders, House Social Event Coordinators, House Presidents, and House staff.
8. Serve as the Chair of the Campus Pool Committee. The main responsibilities of the Campus Pool are reviewing applications for funds, allocating funds, and working to make Campus Pool a diverse source of funding for houses to provide new and innovative programs to foster house community.
9. Uphold and understand the social life policies and procedures and other college policies as it pertains to Social Events written in the *Smith College Handbook* and *The House Events Guide*. Assist in enforcing the guidelines of the American Disabilities Act.
10. Serve as a member to Ad-hoc committees surrounding House Social Events, as relevant and appropriate.

Learning and Experience:

1. Learn current best practices in higher education for the planning and management of large and small scale social events.
2. Study and practice the art of negotiation between student groups and individual students.
3. Develop an understanding of various federal and state regulations and college policies concerning alcohol policies and the American Disabilities Act, which the students of the college must follow.
4. Learn to work efficiently and with limited resources and manage conflict within the scope of their responsibilities.
5. Learn to manage a large budget and to allocate funds fairly.
6. Learn to manage many projects at once under deadlines and accomplish the goals set forth in alignment with the values of the Office of Residence Life.

Supervision:

1. Weekly supervisory meetings with the Assistant Director of Residence Life.
2. Additional opportunities for feedback from House Social Event Coordinators and college staff.
3. A written performance evaluation with a follow-up meeting will be completed at the end of the fall semester.

Strengths:

1. Opportunity to work independently and assume responsibility for important decisions.
2. Flexibility in hours, which are arranged for the convenience of students and various college offices.
3. Opportunity to observe the administration from the inside and gain insight into priorities and to determine most effective ways to accomplish goals and duties.

Particular Merits/Educational Value:

The Coordinator of House Events position allows students to gain a great deal of supervisory, management and organizational experience under the close supervision of the Assistant Director of Residence Life. With close supervision, a student is able to take on a great deal of responsibility within an area of administration that greatly impacts student social life on the Smith Campus. Through this position, a student interacts with many administrative offices and with the leaders of the residential houses. This year long position allows students to develop a variety of professional skills that will assist in event planning, office management and general supervisory positions.

Compensation: \$8.50/hr

Must be able to be flexible for handling problems when they arise.
Life Office

Position Schedule:

6 Office Hours held in the Residence

6 Floating Hours for various meetings and trainings, including, but not limited to supervisory meetings, House Social Event Coordinator training sessions, and other social system meetings.
Average 12 hours/week

House Social Event Coordinator

Contact person: your Area Coordinator (AC) is your primary advisor

The Assistant Director of Residence Life oversees the overall social system for house events

The Coordinator of House Events (CHE), a student intern, assists with overseeing the overall social system for house events

Social Event Coordinators are elected members of their house council or organization. The responsibility of the House Social Event Coordinator is to generate ideas for social life and to organize the details of social events. This position focuses purely on events that must be registered through the House Social System. Social Event Coordinators require the full support of the officers of their house or organization for their work in the role of a Social Chair. While the house social event coordinator is responsible for the actual organizational details of an event, the members of the house or organization share responsibility for the planning and outcome of social activities. The Social Event Coordinator does not stand alone in putting together a social event.

General duties of Social Chairs:

- 1) Create, implement and publicize, with house council and residence life staff, opportunities for a house to host social events.
- 2) Read, understand, and abide by *all* the information in the *Guide for House Event Planning* (<http://www.smith.edu/sao/reslife/requestingevents.php>) and the *Smith College Handbook* (<http://www.smith.edu/sao/handbook/index.php>). Ensure that your plans are consistent with these policies and that you carry out your duties and responsibilities as published in the *Guide for House Event Planning*. A house Social Event Coordinator is expected to follow the standard of conduct in executing their responsibilities and duties in their daily life as outlined in the *Smith College Handbook*.
- 3) The House Social Event Coordinator will understand and adhere to the Alcohol Policy at the College and report infractions to the residence life staff. If a House Social Event Coordinator violates the Smith College Alcohol Policy or any policy or procedure outlined in the *Smith College Handbook*, it may result in a suspension of the House Social Event Coordinator or the house's ability to register events. Further actions mandated by the College Judicial Board may include the required resignation of the position.
- 4) Attend *all* House Social Event Coordinator meetings and communicate information to students in the house or organization. Attendance at the house social event coordinator Meeting is mandatory. Failure to attend these meetings will result in a loss of either a House Social Event Coordinator's individual privileges or the party privileges for your house. If you have extenuating circumstances, contact the Coordinator of House Events the meeting.
- 5) With your Treasurer and HP, create a budget for the semester's events. House members should also vote on the proposed budget prior to the first party of the semester. Each house has \$10/per student (based on potential occupancy) per semester for house events and social activities.

Specific duties of House Social Event Coordinator in house party planning:

- 1) Clear the date of the house party with your HR, HCA, and HP well in advance, as they **must all be present** at the social event.
- 2) Once the date has been agreed upon, the House Social Event Coordinator must complete a Social Event Registration Form, which includes obtaining the HR, HCA, and HP signatures, hiring 2 ID Checkers, finding 2 trained bartenders to work for the entire event. Bartender and I.D. Checker shifts cannot be split. The shift is for the duration of the full event. This can be found at: <http://www.smith.edu/sao/reslife/requestingevents.php>
- 3) To host a house party in the Campus Center the House Social Event Coordinator must first contact the Coordinator of House Events (CHE) to choose a date for the event. This should be done several weeks before a planned event. The House Social Event Coordinator will then work with the Campus Center staff in planning the event (at least **3 weeks** before the event). **Contact the Director of the Campus Center once you have reserved a date with the CHE.**
- 4) **Only those who have been trained by the Office of Student Affairs and are over 21 may work as bartenders.**
- 5) After the registration form is complete, the house social event coordinator must meet with their Area Coordinator to go over the party, and obtain her/his approval and signature.
- 6) Following your meeting with your Area Coordinator, **register the party with the CHE by the deadline listed.** The registration form must include your ID Checker(s) and Bartender(s) names. The CHE will make available a list of all trained I.D. checkers and bartenders.
- 7) House Social Event Coordinator must hold a house meeting after the party has been approved to inform the house of the party plans, go over party jobs and responsibilities and have people sign up for shifts. This meeting helps the house to work as a team in hosting a well-run party.

- 8) Make clear individual students' responsibilities during social events (duties for door watch, bartender, etc.). Complete the Party-Job Sign-up sheet by Thursday before the event.
- 9) You must meet with your AC, HR, HCA, & the HP before each party for a walk-thru meeting to review your house set-up, go over plans and to decide how to respond to problems during the party. It is House Social Event Coordinator's responsibility to set-up this meeting.
- 10) Go through the house with the housekeeper to identify any damaged or broken furniture before the party. The house or organization will be billed for any party-related damages or extra cleanup costs.
- 11) During the party, **House Social Event Coordinator must remain sober and alert** (do not consume alcohol or drugs before or during the event).
- 12) The House Social Event Coordinator must be visible and identifiable by the party staff t-shirt provided to them at the beginning of the year.
- 13) The House Social Event Coordinator oversee that people are working their shifts. House Social Event Coordinator's are responsible for making sure everyone follows proper procedures and work with house staff to manage conflicts, sick students, or other safety and security concerns.
- 14) The House Social Event Coordinator supervises other students working the front-door shift. Take turns at the front-door watch as guests start arriving. A one-hour shift starting a half-hour (½) hour before the party begins.

Specific duties of Social event coordinator in planning a house party at the Campus Center:

This is a rough outline to guide House Social Event Coordinator's through the process of registering a house party at the Campus Center. While the Area Coordinators are not directly involved in the registration process, it is important to keep them informed and to use them as resource. The CHE is also a valuable resource through the registration process. Note that you should be starting the planning process 4-5 weeks before your event.

1) By (four-five weeks before):

-contact CHE to reserve campus center date

2) By (three weeks before):

-fill out the contract request for your entertainment. This can be found at www.smith.edu/campuscenter/orgresources.php

3) By (two weeks before):

-set up a meeting with a Campus Center manager to discuss the event and to fill out the Campus Center Event Registration Form. (After this meeting, fill out the Event Service Request form, which you can find at

<http://www.smith.edu/events/esr.html>

-contact Patti Hentz about having a bar (if you choose to have one). She will explain the procedure for having an open bar if you would like to do that.

-contact Scott Graham about scheduling the appropriate Public Safety personnel for your event.

4) By (one week before):

-finalize your volunteer list and schedule a walk-through with the Campus Center manager that will be on duty the night of your event. ALL VOLUNTEERS AND SPONSORS (A.K.A. Social Chairs) NEED TO BE THERE.

FINANCES

All houses are responsible for setting a budget and budget priorities for the year's events, and should work with the house in doing so. In the houses, money for social events and programming comes from every student in your house, and it is the House Social Event Coordinator and the Programming Coordinator's obligation to meet the needs of all students through event planning. All houses should talk to their constituency during a house meeting to determine interest in various activities and set your budget and plan accordingly. All house members should vote on the semester budget prior to the first program or social event. The House Treasurer can assist the House Social Event Coordinator and Programming Coordinator in establishing the budget. For all houses, sound budgeting is essential in order to stay within the financial constraints of your organizations.

All house bank accounts are located in the Student Bank located in the Campus Center's Organization Development Space. Hours are posted at the beginning of each semester.

There are many sources of funding for both campus and house events at Smith. After checking your house budget, you should visit the Office of Student Activities. They can provide you with an application that will allow you to choose from numerous funds on campus to which you can appeal. Possible funding sources include the Office of Institutional Diversity, Fine Arts Council, Recreation Council, Campus Pool, and Student Activities Event Funding. Please note, however, that these individual organizations or offices may require additional information and paperwork regarding your planned event.

***Reminder:** Campus social dues, SGA or college allocated funds are not to be used for the purchase or procurement of alcoholic beverages or for the payment of traffic/parking violations.

Please save your receipts and work closely with your treasurer on event expenses, planning and reimbursements!

Check requests must be received by the Student Bank by Friday, 3p.m. in order for checks to be issued the following Friday. Checks will be mailed or made available at the Student Bank every Friday after 10a.m.

No checks will be given out on the following Friday due to holidays:

Friday, November 28, 2008

Friday, December 26, 2008

Friday, January 2, 2009

Student Bank Hours

		Head Teller, x4988
Mondays:	9a.m.-5p.m.	
Tuesdays-Thursdays:	9a.m.-9p.m.	
Fridays:	9a.m.-3p.m.	

The Student Bank closes for the year on Friday, May 1, 2009 (last day of classes)

For more information go to: <http://www.smith.edu/campuscenter/stubankinfo.php>

Sample House Social Events Budget

House Events:

House Trip: (New York City/Broadway)
 Gas \$ 120 Tolls \$40 Subsidize Tickets \$160

Movie Nights: 1 per month (9) Movies \$ 45 Snacks \$135

Special Dinners:

Senior Banquet: Food \$300 Decorations \$200 Gifts \$300

Sample Party Budget Worksheet

House Party 10:00 pm to 1:00 am Party	Cocktail Party
Soda \$100	Soda \$50
Food (specify) \$100	Food (veggie platters, crackers & cheese, appetizers) \$200
Entertainment (specify) DJ \$250	Entertainment (band) \$300
Decorations \$100	Decorations \$150
Invitations \$ 0	Invitations \$0 (SGA office)
Other Advertisement (flyers) \$ 0 (SGA office)	Other Advertisement \$none
Other \$ none	Other \$ none
TOTAL \$550	TOTAL \$700

(#) 10:00 pm - 1:00 am Parties = 2/year @ \$550 \$1,100

(#) Cocktail Parties = 2/year @ \$700 \$1,400

House Events: (trips, movie nights, special dinners) \$1,325

Emergency Funds (\$150 Suggested min.) \$150

TOTAL (costs for social dues and house dues) \$5,075

SOURCES OF FUNDING

Social System and Campus Pool Funds

Each undergraduate Smith Student is a member of the social system and is welcome to participate in all social events taking place on campus and in residential houses. Campus social dues are now part of the SAF (Student Activities Fee). This year the dues are \$12.00 per person per semester. Of this, \$10.00 will be placed in the social budget of the house. (Off-campus traditional students will receive the money in the Hampshire House budget, and Ada Comstock Scholars will receive the money in the Ada class social budget.) The ending balance of the house's social dues for the fall semester rolls over into social dues funds available to the house for the spring semester. Any funding remaining at the end of the year in the house social budget will roll into the campus pool funds for the next year.

The remaining \$2.00 per semester is placed in a “**campus pool**”. This money is to be used for the operating needs of the system, such as booklets, bracelets, student leader training and by houses planning additional events that might exceed the allotted house social budget. Houses may request money from the “campus pool” fund by submitting a proposed letter and an expense budget for the event to the CHE. A student committee, consisting of student representatives from each of the 6 areas on campus, reviews these requests. The Assistant Director of Residence Life oversees the social system and advises this committee. This committee meets bi-monthly, meeting times will be announced at the first House Social Event Coordinator meeting of each semester. Please, allow a substantial lead time for requests for funds to allow the committee time to meet, contact you with their decision and to transfer funds. The CHE will be responsible for transferring any funds for proposals approved by the committee.

College Initiative for Diversity Awareness Funds (CIDA)

1. The Office of Institutional Diversity manages the CIDA Funds. **These funds are available to students, Residence Life Staff, house councils and student organizations for diversity programming.**
2. In the houses, a corresponding residence life program proposal must be submitted to and signed by your Area Coordinator with each CIDA Fund Application.
3. Requests should be submitted to the Office of Institutional Diversity at least six class days before the event. (Please note: Checks are issued on Fridays; so, the request must be brought to the Student Bank by the Friday, a week before.)
4. For each funds request, you must provide corresponding receipts.
5. Events should be adequately advertised.
6. All on-site services performed on campus such as dance lessons, speakers, workshops, etc., must be handled in the form of a paycheck request. These services will not be covered in the form of a reimbursement or advance to a student, house organization. You and the person rendering the service must complete a Smith College Contract. The check is to be made payable directly to the service provider(s).
7. Workshops led by a student who requires payment must be paid out of the diversity funds, through student payroll. If the student is not already on work-study, they must fill out the necessary tax forms and a student payroll voucher.
8. Students may receive reimbursement for tickets by offering limited spaces, only partial reimbursement, or getting a group discount. Tickets for events sponsored by unity organizations can be reimbursed by diversity funds.
9. A cash advance can be arranged with the Controllers Office up to \$275. Requests of \$275 or more must be received in the form of a check from the Accounts Payable Department. Bring any unused portion of an advance and all receipts back to the Controller's Office immediately following the events. You are responsible for the submission of receipts and/or unused money.

Examples of past programs that received funding:

Conferences (BSA, ASA); Cultural Dance lessons; Cultural Dinners; Guest speakers; Museums; Exhibits; Trips to other states; Canada trips; Supplies for quilts, posters, videos etc.

Fine Arts Council Funds

1. An application can be picked up in the Office of Student Activities.
2. If the amount being asked for is \$300 or less, applications must be submitted to the Assistant Director of Student Activities 10 days before the deadline.
3. If the amount being asked for is \$300 or more, applications must be submitted to the Assistant Director of Student Activities 20 days before the deadline.
4. All decisions are final.
5. You may NOT charge admission to participate in the activity if any amount of money is granted through Fine Arts Council.
6. Fine Arts Council must be recognized when advertising for an activity for which it has contributed money.

Examples of past programs that received funding:

Museum trips; Art exhibits; Dance concerts; Theatre performances; Musical concerts, etc.

Sawyer Fund

1. The event must be at Smith.
2. The event should be open and available to all Smith students.
3. Applications are available in the SGA Office and should include an itemized budget, an explanation of the event and how it benefits the Smith community, how much money is already available to pay for the event, where else you are applying for money and how much, and how much you are requesting from the Sawyer Fund.
4. The applications should be date stamped (i.e. at the SGA office) and given to the SGA Treasurer (or left in her box in the SGA office). She will present the requests to Cabinet and follow up on their decisions.
5. Any member or group of members of the Smith community may apply.

Student Lecture Funds

Any SGA chartered organization is eligible to apply to the Student Lecture Fund. The fund acts as a source that will supplement the costs of lecturers, speakers, poets, performance artists, and whatever SGA Cabinet deems appropriate. The fund will only supplement costs if the speaker provides significant educational value for Smith students.

The Student Lecture Fund will provide up to 50% of the speaker fees and up to 50% of the costs for transportation of the speaker(s).

In order to receive payment from the Student Lecture Fund, contracts and/or transportation receipts must be submitted to the Student Bank. Please allow for processing time by the Student Bank.

Student Lecture Fund applications must be received no later than 3 weeks prior to the proposed event. We encourage you to submit proposals even before contracts are solidified so that you can receive money. The deadline for applications is 3 weeks before classes end each semester.

Applications, contracts, and additional information are available from the SGA Treasurer and in the SGA Office. The SGA Treasurer can assist you in filling out the application, and will also represent the organization when presenting the requests to the Cabinet for approval.

Completed applications should be returned to the SGA Treasurer, in the SGA office. Signed contracts should be filed with the Coordinator of Student Organizations and a copy should be filed with the Student Bank before reimbursement can take place. Once your request has been approved, the Coordinator of Student Organizations can help you take care of the logistics of your event from locating the space to planning refreshments.

Q. My house would like to sponsor a lecture, but don't know of any speakers!

A. The Assistant Director of Student Activities has extensive information on various lecturers. Drop by during the office and they will be happy to help you find an appropriate speaker.

Campus Pool Funding Request

RL Stamp/Date

Date of request: _____

Contact Person: _____ Email: _____

House: _____ Position: _____

Event Title: _____ Date of Event: _____

Total Amount Requested from Campus Pool: _____

Please attach a detailed description of your event.

You MUST include the following:

- Precise and specific breakdown of the event budget. Retroactive requests must include *copies* of all receipts.
- A list of participants (if the requested amount is contingent upon the number of participants)

Contribution: Please note other sources/amount of funding.

Note – not all categories may apply to your event, please fill in all that apply

House Budget: _____

Social Dues Budget: _____

Individual House Members: _____

Other campus funds (please list type & amount): _____

*When seeking funding, please speak with your house president about your request. Although there is not a set amount that each house can be awarded, the committee does try to share the funds with all the houses on campus that seek funding. ****NO ALCOHOL, GIFTS OR HOUSE EQUIPMENT WILL BE FUNDED****

If you have any questions or concerns, please contact the Coordinator of House Events at ncruz@email.smith.edu or extension 4958.

Amount Granted: \$ _____
Date Granted: _____
CHE:

CAMPUS POOL GUIDELINES

- To ensure the most accurate decision can be made, please include any copies of receipts or price verification along with your request. All retroactive requests should include receipts and exact numbers of participants
- An attendance list and the actual cost of each ticket is required for all field trips and events requiring ticket purchase.
- For all field trips: a maximum of ½ of the total cost will be covered by campus pool (costs not to exceed \$20.00 per person).
- All requests for gas costs must include accurate mileage documentation (e.g., directions from mapquest or google maps.) or a gas station receipt.
- Campus pool (typically) **will NOT** fund house equipment and supplies (e.g., electronics, kitchen supplies).
- Campus pool (typically) **will** consider funding events surrounding said equipment or supplies. Campus pool also will fund events that the house no longer can afford due to the purchase of aforementioned equipment and supplies.

Any questions or concerns please contact your Coordinator of House Events, Beck Jacobson at rjacobso@smith.edu or xtn. 4958.

CONTRACTS

There are two major types of contracts: verbal and written. The College expects written contracts! A written contract is a legally binding agreement between two or more parties that sets forth all conditions of the service to be rendered, the amount and method of payment, and all the other particulars. The purposes of a written contract is to provide information as to how much will be charged — the who, what, where, time of the service, and whether other stipulations are to be met and by whom. Completed written contracts can eliminate the frequent misunderstandings of verbal agreements.

Although most students are familiar with written contracts, it is possible to enter a verbal contract without realizing it. For instance, you may be discussing the conditions to be covered in a written contract and use language that leads the other party to believe you have an agreement/contract. The best way to avoid this problem is to preface any discussion of program, cost, payment, date, etc., by stating that you are just exploring the idea and options. Reiterate this again at the conclusion of the discussion. In this way you are making it clear that you are not agreeing to any service or payment. Many agents/performers may try to encourage a verbal agreement with you. Therefore it is important to state that you are just exploring your options or your organization may unknowingly end up with an extra event on your calendar and an extra charge to your organization.

College contracts protect the organization and houses. It is important to have the contract with you during the event. Should any problems arise concerning fees, performing time, etc., having the contract, signed by both parties, available for reference, can help an organization avoid hassles with the performer or contracted party.

Q. How do I obtain a contract?

A. If you are planning an event that involves entertainment (including entertainment provided by Smith College students or organizations), you need to have a contract. A standard Smith College Contract has been prepared to facilitate the most common types of contractual relationships. Contracts are at <http://www.smith.edu/campuscenter/contracts.php> and clicking on the *Contracts* link on the right margin with the artist's name, address, phone #, time and duration of performance, date of performance, number of breaks, name of event and the cost of the event including hotel and travel if you are paying for these as well. Once this is received the contract will be completed and sent to the artist for signature. The artist will need to return the signed contract to the Office of Residence Life, Clark Hall 101. Once the signed contract is returned, you will receive a call or email that the contract is ready to be picked up. Your treasurer will then need to pick up the signed contract and take it to the Controller's office for a check request to be submitted. **Students are prohibited from signing any contracts as it makes them personal liable for fulfilling the terms of the contract should a problem arise.**

Guideline for Using Contracts

1. One of the most important steps in preparing a contract is the negotiation that precedes the signing. Social Event Coordinators are encouraged to consult the Assistant Director of Residence Life, the Coordinator of House Events, and/or the Student Affairs Office for information prior to entering negotiations. They can provide you with information regarding the range of charges, if a performer has been at Smith before, whether any extra equipment is required, how well they lived up to the conditions of any previous contract, and the like. With this in mind, the organization will be in a better negotiating position.
2. If the contract is for \$10,000 or more, in addition to the signature of the Assistant Director of Residence Life, the contract will also need to be signed by the Controller's office.
3. The signed contract should be submitted with the check request form at the student bank. Remember to keep a copy for your house records.
4. Organizations must have adequate funds in their account to cover the charges set forth in the contract before the Controller will sign the contract. The College cannot assume financial liability for the contract. Thus, the organization must be able to demonstrate that they are able to pay for the services and the charges included in the contract.

Fundraising

Q. What exactly is fundraising?

A. Fundraising is defined as any endeavor involving monetary transactions that raise funds for the house, e.g., selling candy-grams or flower-grams, selling T-shirts or charging admission to a social event. **Any event or transaction through which a house plans to receive money and potentially make a profit as a plan of that event or transaction, must be approved first by the house council and then by the Executive Board of the House President's Association to ensure that it meets the guidelines, policies and procedures set forth for fundraising.**

Q. Who oversees fundraising for houses and House Councils?

A. Fundraising for House Councils falls under the jurisdiction of the House President's Association. Houses differ from student organizations in that SGA does not mandate houses to fund raise a significant portion of their yearly budgets. Therefore, petitions do not go through ORC, they go through the HPA Executive Board.

Q. How does the HPA collaborate with the SGA to ensure that house efforts correspond with the campus community's guidelines and expectations and the efforts of organizations across campus?

A. Since there are limited ways and places in which money may be raised on campus, the House Presidents Association works collaboratively with the SGA Cabinet to develop policies and procedures that encourage students, house councils and organizations to meet their goals.

Q. How does my House Council submit an application for fundraising?

A. Complete the on-line form which can be found at: <http://www.smith.edu/campuscenter/forms-fundraisingappl.php>. Your House name should go in the "Name of Sponsoring Group" section. All applications must be submitted **a minimum of 14 days in advance of the event or fundraiser.**

Second, you must fill in the form describing the specifics of the project in detail. If you are planning a film showing, specify the name. If you are planning to sell T-shirts, remember to e-mail a copy of the design to the Assistant Director of Residence Life.

The application will be submitted to the Chair of HPA via the Assistant Director of Residence Life.

As mentioned above, fundraising applications must be submitted **a minimum of 14 days in advance** of the date of the event so that the chair of HPA has ample time to present the request to the HPA Executive Board. Failing to submit an application by the deadline may result in the chair of HPA not being able to process the request on time; since, the request must be presented to a the executive board who meets every two weeks.

If there are questions or special conditions, the chair of the HPA will arrange for a representative of the house to be present at the meeting to discuss them.

Finally, the HPA Executive Board must approve the application before the house can hold its fundraising event.

Students are encouraged to seek the advice of the Assistant Director of Residence Life and the Assistant Director of Student Activities when planning fundraising projects as they have information and ideas about possible fundraising events (names of companies and vendors with possible products, etc.). They can also help you with any problems you may have with the application process.

General House Fundraising Guidelines

1. Fundraising (money transactions) includes conferences, ticket sales, parties, trips, sponsorship of vendors, tournaments (athletic also), faculty tea, etc. All endeavors involving monetary transactions by the house must be approved first by the House Council then presented for approval of the Executive Board of the House President's Association (HPA). Applications to fundraise must be submitted to the **HPA 14 days in advance of the event, but not including the day of the event.**

An organization failing to submit a fundraising application two weeks in advance may consider the following two options: cancellation or postponement (both with the group's approval). A house that fails to gain the proper approval for fundraising will be fined by the HPA, with an option to appeal.

2. Once a fundraising application is approved, it does not need to be re-submitted if the same type of endeavor will be repeated within the current academic year. For example, selling T-shirts for profit of the same design in the fall and in the spring.
3. No business activity may cause an unusual burden to students or interfere with normal college operations. The regulations of the trustees provide that no college building may be used for commercial purposes. Therefore, commercial activities in college houses and other college buildings are prohibited, except in designated buildings (e.g., the Gamut, the Campus Center, etc.) and in those cases where applications have been made to and approved.
4. All business is to be conducted on campus.
5. Any proposal by a house for raising money off-campus including for example from alumnae, parents of students, or the general public must be approved by the Assistant Director of Residence Life in addition to the HPA. This includes care packages, class t-shirts, etc.
6. **Admission may not be charged nor funds solicited at any event supported in any way by the Student Activities Events funds or a subsidy of any sort from the College.**
7. There are limited areas on campus where admission may be charged. These include the Gamut, Wright Hall Auditorium, John M. Greene Hall, the Maple room in the Campus Center, and Scott Gymnasium.
8. **Houses may not use any of their funds to purchase and distribute alcohol. Houses are allowed to hold social events in the Campus Center where alcohol may be sold by Dining Services under the College's Beer and Wine License.**

Other Types of Event Sponsorship

If funds are to be raised by individuals or a chartered student organization or house by a conference, concert, or any other event involving an off-campus group (non-profit organization, social agency, business, etc.), or in the form of a benefit for an off-campus group, the following rules must be observed:

1. The sponsoring student group is liable for all financial obligations, as well as the content and organization of the event.
2. The sponsoring student group or individual must be in attendance at the actual event.
3. Charges will be levied against the sponsoring student organization's/house's account for any excessive cleanup or for damage.
4. Publicity must clearly specify: if an outside group will benefit from the fundraiser, the cost of admission or if a collection will be taken, and the name of the sponsoring student organization/house.
5. Non-college groups may not publicize events through on-campus publications, nor may they use SGA vehicles or student space unless co-sponsored by a chartered student organization.
6. Requests by non-student, non-SGA chartered organizations to reserve space or raise funds on campus should be directed to the Office of College Events and Summer Programs, ext. 2162.

PUBLICITY

Effective publicity is the key to a successful outcome. Even the most well planned, original event will not be successful if nobody knows about it.

Q. How do I publicize an event?

A. First, you must gather all of the important information - date, time, location, featured entertainment/lecturer, etc. and the name of the sponsoring house. Include as much information as possible, for example, information on the band, refreshments, etc. On posters, banners, and table tents, you may want to include eye-catching lettering, slogans, and graphics.

Q. When do I publicize an event?

A. Two weeks prior to the event is a good time to begin publicizing the event through posters and table tents. This will give people time to see/hear the publicity, and more importantly, to talk about it.

Chalking Policy

Smith College allows chalking on campus under the following guidelines:

- Only erasable chalk may be used (grease-based chalk is not permitted).
- Chalking may be done only on asphalt roads and walkways.
- Chalkings should be signed with the full name of the person or group responsible.
- Other individuals or groups within the community may add to the chalkings or remove them.
- The administration of the college may remove all the chalkings in any area of campus.

Advertising of Student Social Events

1. Posters, flyers or other forms of publicity for open house events may not extend beyond Smith campus boundaries. Under no circumstances may posters be placed in Northampton, in surrounding towns, announced on the radio or internet, this includes the Daily Jolt.
2. Private house events are by invitation only and cannot be advertised.
3. Poster for events such as movies, conference and special meetings may be distributed or sent to other college campuses, or to designated places in Northampton. Events (other than house parties) may be advertised on the Web. For Chilipeppers <http://chilipeppers-live.org> (a five college consortium site), you must submit postings by Tuesday for the to be advertised starting on Thursday.
4. Do not place posters on trees, doors, buildings, posts or walkways (asphalt, cement, grass) on campus. They will be taken down and the organization or house will be held responsible.
5. All events held in accessible places must be stated as such by including a symbol or a sentence denoting accessibility on posters or other printed materials.
6. Smith College prohibits promotion and /or marketing of alcoholic beverages on campus and social events that encourage drinking or drunkenness as themes. The advertisement of such events is not permitted.
7. Advertisements with language or illustrations that are sexually explicit are not permitted.
8. House social events sponsors must obtain the area coordinator's approval for all advertisement prior to any posting for open house events.

**The Campus Center has different policies for advertising which you can find at: <http://www.smith.edu/campuscenter/Guidebook08-09.pdf> on page 21

Consequence of Illegal Publicity

1. The first infraction will result in a warning, removal of the publicity and risk of event cancellation.
2. The second infraction will result in removal of the publicity, event cancellation and risk of house social probation.
3. The third infraction will result in removal of the publicity, event cancellation, house social probation and possible Judicial Board referral for individuals responsible.

Ways to Publicize

1. Posters

Bulletin boards are located in Bass, Campus Center, Neilson Library, Seelye, Student Post Office, Burton, McConnell, Sabin-Reed, Hillyer, Hatfield, Wright Hall, the SGA Office, Lilly Hall, and all of the houses. When you hang a poster on a bulletin board, take down the outdated ones. This will make your notice more visible. **Remember: only one poster per bulletin board.** Although it is tempting to completely cover the board with your poster, it's illegal, and may result in organizational penalties. Posters advertising fundraising events cannot be circulated prior to SGA cabinet approval of the event.

2. Publications

• E-Digest

The Smith eDigest is sent to all campus e-mail accounts on Tuesday and Thursday each week during the academic year, and on Tuesday during the summer, providing important notices, college news, links to articles of general interest to the community, deadline notifications, and other college information. Information on submitting items is available at www.smith.edu/news/submit.php.

• The Comstock Lode

A publication distributed to all Ada Comstock Scholars. This is an extremely effective means of conveying information about your event. Many off-campus Adas miss the table tents and meal announcements where most information is exchanged, but all Adas have access to *The Comstock Lode*.

To submit an event, jot down your information and either send it to the Editor of *The Comstock Lode*, located in College Hall 32, ext. 3090, or to the Ada Comstock Scholars co-presidents, whose mailboxes can be found in the SGA office. Deadlines vary year to year, so please call and find out what the deadlines are so your event information can be included in the desired issue.

3. Telephone Distribution Lists and E-mail – in house use only

Sending mass telephone and/or e-mail messages to large numbers of students on campus through a distribution list puts a very high strain on the College communications system resulting in system crashes and shutdowns. Therefore, the SGA requests that organizations follow these guidelines:

- you may distribute messages only to members of your organization.
- consider other avenues for communications first, and use telephone and/or e-mail distribution lists only for emergencies.
- use distribution lists for organization business only; no personal messages.
- no announcements for events or other publicity are to be sent to the campus at large.
- the College Judicial Board will take action if privilege is abused according to SGA guidelines under "illegal publicity".

4. Mailbox Stuffers – limited recommendation

If you have effectively utilized all the methods described above, it isn't necessary to create and distribute mailbox stuffers to the campus at large. Stuffing every student's mailbox is very costly and time consuming, not to mention a recycling nightmare. If you choose to send announcements through the mailboxes you may do so by contacting the supervisor at the postal center in the mailroom.

Questions?

If you should have any questions about publicizing your events, from developing your information sheet to designing your publicity strategy, don't hesitate to contact the Coordinator of House Events or your Residence Life staff for assistance.

Communicating with Off-Campus Students

Courtesy of the Ada Comstock Scholars

In attempting to communicate your programming endeavors to off-campus students first, it's important to keep in mind that these students do not usually get the announcements made during meals in the college houses, they don't usually have access to table tents and in most cases, off-campus students do not have phone mail. These usually trustworthy methods of publicity will not get your valuable information to over 10% of the college community.

Fortunately, communicating with off-campus students is not difficult. There are five main ways that off-campus students obtain their information:

1. mailbox stuffers to Adas only
2. notices sent to the Editor of *The Comstock Lode*, a monthly newsletter distributed to all Adas
3. notices put up on bulletin boards, especially in Seelye Basement, the Ada office and Hampshire House
4. notices sent to the *Five College Calendar*

5. notices sent to E-digest

Another good way to reach off-campus students is through a classified advertisement in the *Sophian*.

About addresses:

Every off-campus student has an on-campus mailbox. This is usually the most efficient, cost-effective way to reach every single off-campus student when necessary. To reach an off-campus student through campus mail, simply address the folded notice with the student's name and the box number if you are sure of it. If you don't know the student's box number, the mailroom will number the piece of mail correctly and deliver it.

For more information or assistance don't hesitate to contact the Ada Comstock Scholars co-presidents; they can be reached through the SGA Office or the Ada Comstock Office. Also, the Off-Campus Students Organization is eager to assist anyone who wishes to enhance communication with off-campus students.

HOUSE EVENTS

Definition of Social Events & Social System

A social event is defined as a function at which there are both Smith students and their guests. Each undergraduate Smith student is a member of the social system and is welcome to participate in all social events taking place on campus and in residential houses.

Responsibility of Smith College Students at Social Events

Members of the Smith College community are individually responsible for their and their guests' behavior and decisions at social events. In addition, anyone serving alcoholic beverages has both a personal and a legal responsibility to know and comply with the policies of Smith College and the laws of the Commonwealth of Massachusetts regarding the sale, consumption and serving of alcoholic beverages. An event host must abide by and oversee that the registration, party rules and guidelines to serving alcohol are followed.

Q. Why do I have to register social events?

A. Registering the social event has several advantages, for the college, the students, and the house. The deadline of at least six class days prior to the event, insures that the plans for the event are relatively solidified a week before the actual event. The Coordinator of House Events compiles a list of the events, to be distributed to all houses on campus. This gives all events free publicity, which can never hurt. This list is also sent to Public Safety, Building Services, Dining Services, Student Activities and the Dean of Students to inform them of the various gatherings on campus.

SOCIAL EVENTS AND PUBLIC SAFETY

Public Safety will be enforcing the Northampton ordinance that prohibits open containers of alcohol on city streets. When they stop someone they will also check IDs. Smith students and their guests must leave all alcohol at the party, not carrying drinks from one event to another.

This same ordinance applies to those waiting to gain entrance to a party. If people have alcohol, Public Safety will take it. No one may bring his or her own alcoholic beverages into a Smith event.

Public Safety will be stopping at party locations to give those houses sponsoring the event whatever assistance may be needed. They will be helping those at door watch and at the bar to insure that only those of legal drinking age are wearing a bracelet and being served.

Social event coordinator can request Community Service Officers (CSO—a college employ who has additional training in aspects of event security) to be present at events. For Open and Closed House parties CSO are required.

If you have questions and/or need help following/enforcing the policy and guidelines, they will assist you. Public Safety is located on the first floor of Tilly Hall, ext. 2490 (non-emergency).

EVENT PLANNING TIMELINE

The Beginning of Each Semester

Social event coordinator should meet with the Residence Life Staff and identify potential dates for semester parties. Since no house party can be held without the presence of all house Residence Life staff members, you may want to agree upon a few dates and narrow them down in the coming weeks. Take into consideration religious holidays, exams, etc. You may then want to meet with other Social event coordinator from your area to determine the dates of the parties for the semester. When you have decided on the dates, you should confirm with your Residence Life staff the dates that you have chosen. *Make sure that you do not announce the date of the party to the house until after you have all party staff members in agreement on a party date.*

Three Weeks Before the Party

- Secure your ID checkers and bartenders. Get a firm commitment from them!
- Meet with house HR, HCA, HP to go over party plans and obtain signatures on the registration form.
- Make an appointment with the AC to discuss the party and obtain their signature. Be prepared to discuss details such as date, time, location, duties of house members, bartenders, budget, and preparations.
- If you need additional funds, petition the campus social dues pool or other funding sources.

Create the Theme

- Make sure you have it approved by the AC
- Is a dress code involved?
- What kind of special decorations or refreshments are needed?
- Is the theme appropriate (not specifically based around alcohol or sex)?

Your invitations/advertisements:

- Is it open or closed? (Open = flyers, closed = invitation only)
- Who's going to do them?
- What's going to be on them?
- When do you need them? (Give Central Services enough time.)

Your refreshments:

- What refreshments best serve your theme?
- How much will you need?
- Will you need to talk with dining services for any special requests for food?
- Make sure you have enough non-alcoholic beverages purchased. You can always use them later if you have too much.
- If serving alcohol, the amounts must be approved by the AC
- Who will collect money from only "of-age" persons?
- Who is purchasing the alcohol?
- How much food? What kinds?

Your entertainment:

- Who did the entertainment last time, were people pleased?
- Do you want something special for this party (i.e. singing groups, bands, light shows, videos?)
- Complete a contract at <http://www.smith.edu/campuscenter/contracts.php>.
- Plan ahead, as it takes time to obtain signatures and process payment checks.

Your budget:

- Talk to your treasurer. You have two accounts: social dues and house dues.
- Can you afford all these plans and still have enough money to budget for future parties?
- Will you need to request additional funds from campus social dues or other funding sources?
- How much are you spending on alternatives (i.e. better soda, better food, better entertainment)?

Your party monitoring system:

- Which room will contain the bar and serve alcohol?
- How did your door watch work at the last party? Did you have problems? Can you try to solve them?
- How did things go at the bar?
- Are people finding ways to "beat" your system? What precautions can you take?
- Did the I.D. checker do an adequate job?

At two (2) Thursday before the party

Register your party with the CHE, Clark Hall. Office hours are posted at the beginning of each semester.

Have the following prepared:

- Bring a complete (NO BLANKS) registration form signed by the HR, HCA, HP, and AC with the date of the party. You can find the forms at: <http://www.smith.edu/sao/reslife/requestingevents.php>
- Make sure the advertisements are being duplicated; check with Central Services.
- Contact your housekeeper/custodian to go over plans and order supplies (i.e. tables, extra garbage cans). Also identify objects that should be removed by building or dining services.

The Week of the Party

- Have a meeting with the house to talk about party management and various support roles that house members will need to work together as a team to manage the event well. Have them complete the party jobs list. (If the jobs are not filled then you can not have the party.)
- Have the Party Job sheet ready for your walk through meeting with the AC.
- Do a “walk-through” meeting with your AC to discuss the party plans. The layout and to strategize on possible problematic scenarios to be prepared for.
- Go over your house or party location with housekeeping, HR, HCA, and HP, noting any broken, torn or dirty furniture. Otherwise, the house will be billed for damages from the event.
- Buy your decorations, refreshments.
- Distribute invitations and/or advertisements.
- Create a plan for guests who are intoxicated and unable to travel after the party.

The Day of the Party

- Purchase and prepare food and beverages.
- Make sure trash cans have been delivered.
- Make sure the table is set up for check-in and for the ID checker.
- Display *the exact date twenty-one years ago* at the door to help ID checkers.
- Check in with house staff and review plans.
- Put up decorations, signs to rest rooms, etc.
- Make sure the proper signage is up regarding party rules, sign-in policies, and other important info.
- Remove furniture from party areas; remove valuables from downstairs (this includes artwork).

The Evening of the Party

- Have a check-in conversation with house social events coordinators, house president house RL staff, out of house RL staff, bar tenders, I.D. checkers and CSO officers.
 - Be sure each student working knows details of their job: time, place, duties, remain alert and responsible.
 - Get ice for drinks.
 - Set up door watch for a wheelchair accessible entrance if applicable.
 - Display a list of students working the door watch shifts and job description.
 - Set up the bar in the designated area.
 - Keep alcohol behind the bar and *allow only bartenders to serve*.
- Put up helpful information for bartenders to refer to when explaining policies to guests:***
- How to identify legal drinkers for that day (color of ID bracelets and exact date twenty-one years ago).
 - Signs that state that they cannot serve alcohol to minors or obviously drunk people.
 - Signs that state that they can only serve one drink per person at a time.
 - Any other policies your house might have regarding drinking.

During the Party:

- You must remain sober and alert.
- Constantly monitor that shifts are filled, people are doing their jobs, the food bowls stay filled, and the bar is under control.
- If there are any problems (intoxicated guests, fighting, etc.), stay calm. If talking to the person doesn't solve the problem and you need help, call over your house staff. If this doesn't work, call Public Safety, ext. 800. That is what they are there for. Let them know about the situation in your call.
- End alcohol service ½ to 1 hour before the party ends, or 12:30 a.m., whichever comes first.
- Help wind down the party during the last hours. End alcohol service, provide food, soften/mellow the music selection. Be sure house residents remain responsible for themselves and their guests.

- End entertainment, such as a DJ or loud music, promptly at 1 a.m.
- Be sure that unwanted guests and non-house members leave the house. Call Public Safety if problems occur.

After the Party:

- Leave the room in the condition you found it.
- Lock up the keg and tap or beverages bought for the event with your Residence Life Staff member in either the HR Suite or a lockable study. No alcohol from the event may be used in the future.
- Be as friendly as possible to any stragglers while asking them to go home. If they are not sober enough to leave, do not force them out the door. Institute your plan agreed upon during the planning process.
- Guests or residents who are so intoxicated that they need to be monitored or “watched” may be too intoxicated to remain in the house or may need medical attention. When in doubt, contact Public Safety at ext, 800 for a professional opinion. Always err on the side of caution.

Return the I.D. checker box, extra bracelets, sign-in sheet binder and post party reporter to the Area Coordinator.

REGISTERING A SOCIAL EVENT

All House Events (as listed below) must be registered. House Event registration forms are available at the Residence Life Office, Clark Hall 101, Area Offices and online at <http://www.smith.edu/sao/reslife/requestingevents.php>.

General Guidelines

- ◆ Gatherings of 10 or more people in student rooms or apartments are considered parties and must be registered with the Office of Residence Life through the coordinator of house events. In a residence house, the event must be held in a public space and is not to include house corridors or student rooms.
- ◆ All houses must have an in-house alcohol education program before they can register a house event. Houses should contact the Wellness Education Office at x4940.
- ◆ It is mandatory that area coordinators do a walk-through with each house leader and review the setup of parties in each house with the HR, HP, HCA and Social event coordinator before each party. Such review includes assessing arrangements such as location of the bar and setup of door watch, stair watch, etc. to see if any suggestions can be made to help make the party run smoothly and the house more secure. This review will also be offered to all sponsors of apartment events.
- ◆ Thirty minutes before the event opens there must be a pre-party check-in conversation involving in and out of house RL staff, the HP, Social Event Coordinators, Bartenders, I.D. Checkers and CSO officers.
- ◆ All house parties end at 1a.m. At this time all entertainment must stop. On winter & spring weekends, after-hours parties may last until 2 a.m.; however the noise level for entertainment must be contained within the house and alcohol service must stop at 12:30a.m. All apartment parties must end by 1a.m.
- ◆ No social events may be held after the last class of each semester. For example, if classes end at 5p.m., no social events or parties may be held after that time.
- ◆ Failure to comply with social system guidelines, college policies, and/or state or federal law will result in a suspension in party registration privileges by the Office of Residence Life professional staff, and may also result in a referral to the College Judicial Board. Federal, state and local prosecution may also be possible.
- ◆ All parties held by a house that involve alcohol, including “Senior Wine & Cheese” events, must be registered 2 Thursdays before the event. For “Senior Wine & Cheese”, a sponsor may register multiple specific dates within a semester on one form.
- ◆ All personal and apartment parties must be registered by three (3) class days before the event.
- ◆ All house parties and events that are open to guests but do not involve alcohol must be registered with the coordinator of social events three (3) class days before the event.
- ◆ A social event that is planned for ONLY “in-house attendance” and does not involve alcohol can be held in a public space of a house by contacting the area coordinator for approval and does not need to be formally registered.
- ◆ A social event cannot be more than four (4) hours in length and alcohol cannot be served for more than three (3) hours. Cocktail/Mocktail parties are two (2) hours in length.
- ◆ Houses may begin scheduling events once Social Chair Training and the Alcohol Service Workshops have been scheduled and completed in the fall semester.
- ◆ Bracelets must be removed and securely disposed of when an individual leaves a house social event.

GUESTS & SIGN IN

- ◆ Guests are defined as any person who is not officially assigned to live in the residential house hosting the event. This includes other Smith students, children, relative of Smith students and Smith alumnae.
- ◆ Smith students must present their Smith I.D.
- ◆ 5 College Students must present their 5 College I.D and sign-in with a Smith student.
- ◆ Any non-Smith student must sign in at the door with their Smith host present and have a valid I.D.
- ◆ For open social events, Social event coordinators must have at least two people at the door at all times checking photo I.D.’s and ensuring that all non 5 College guests sign in with their Smith host.
- ◆ All guests will be given a bracelet upon admittance.
- ◆ The Smith host of guests is responsible for the conduct of that guest.
- ◆ An event sponsor must be prepared to send away uninvited guests, guests without proper I.D. or guests who are causing a problem in the house.
- ◆ Smith students can have a maximum of three (3) guests sign-in with them

Types of Social Events

All-Campus Party

All-Campus Parties are sponsored by Rec. Council, student organizations or several houses working together and are open to persons with Smith College IDs. All Campus Parties where alcohol is being served may be held only in the Campus Center. The serving of alcohol must be supervised by Dining Services.

Open House Party

A party sponsored by a campus house, held on Friday or Saturday either in the house or in another designated location (e.g. Campus Center), that any Smith student may attend without being on a guest list. Off-campus guests who are invited by Smith students must be accompanied by their Smith hosts and must sign in at the door with valid identification. House parties held in houses cannot exceed 4 hours and alcohol can only be served for 3 hours.

- ◆ **Registration Deadline:** For Open House Parties where alcohol is being served, the event must be registered with the coordinator of house events at 2 Thursdays before the event. Only events with complete forms, those with all signatures and the names of two student bartenders and two I.D. checkers will be allowed to register. Open House Parties that do not include alcohol must be registered three (3) class days before the event.
- ◆ **On any given night,** a minimum of one of the open parties must be handicap accessible. If a house is not accessible and cannot make special arrangements ahead of time to either accommodate guest(s) with mobility impairments or to reserve another location, the event will not be approved.
- ◆ **I.D. Checker Requirements:** If serving alcohol, a house must have two I.D. checkers who have attended the Alcohol Service Awareness Workshop and are registered with the college. Both I.D. checkers must be from outside of the house.
- ◆ **Bartender Requirements:** If serving alcohol, a house must have a minimum of two bartenders who have attended the Alcohol Awareness workshop and are registered with the college. Both bartenders must come from outside the house. Beer must be served in 12 oz clear cups, wine and mixed drinks in 7 oz clear cups, non alcoholic drinks in blue OR red 12 oz cups.
- ◆ **Post Event:** After an event, the house social event coordinator must schedule a meeting with the AC to complete the post-party review form. A house residence life staff member must attend this meeting.

Closed House Party

A party held on Friday or Saturday by a house for its own members and personal guests. Houses must have guest lists established prior to the party, listing everyone invited from outside the house. The guest list must be turned into the AC by noon on Friday. All house members' guests must sign in at the door. Examples include senior banquets, cocktail parties, and holiday celebrations. House parties held in houses cannot exceed 4 hours and alcohol can only be served for 3 hours.

- ◆ **Registration Deadline:** For Private House Parties where alcohol is being served, the event must be registered with the coordinator of house events at least 2 Thursdays before the event. Only events with complete forms, those with all signatures and the names of two student bartenders and two I.D. checkers will be allowed to register. Private House Parties that do not include alcohol must be registered three (3) class days before the event. A nonalcoholic social event that is planned for only "in house attendance" (no guests) can be held in a public space of a house by contacting the Area Coordinator for approval.
- ◆ **I.D. Checker Requirements:** If serving alcohol, a house must have two I.D. checkers from outside the house who have attended the Alcohol Service Awareness Workshop and are registered with the college.
- ◆ **Bartender Requirements:** If serving alcohol, a house must have a minimum of two bartenders who have attended the Alcohol Awareness workshop and are registered with the college. One bartender must come from outside the house. Beer must be served in 12 oz clear cups, wine and mixed drinks in 7 oz clear cups, non alcoholic drinks in blue OR red 12 oz cups.
- ◆ **Post Event:** After an event, the party job, sign-up sheets, guest lists, and post party reports must be turned into the Area Coordinator on the following Monday by noon.

Small Private Event (and Senior Wine and Cheese)

A party sponsored by an individual or individuals (rather than a house or organization) for his/her own personal guests, number limited to capacity of house designated space. Examples of small private events are student birthdays, religious celebrations, etc. Student organizations and athletic teams may NOT register an event as a small private event in any house space. Parties may not be held in student rooms or in house corridors. Before registering the party, the sponsor must obtain permission from house members through the House President. The signatures of the HR, as well as those of the HCA, and AC on the registration form will reflect this permission. All personal parties must end by 11p.m. Sunday-Thursday and by 1a.m. on Friday-Saturday. Small Private Events cannot be hosted before the first day of classes or after the last day of class at the end of the semester.

- ◆ Registration Deadline: Events (with or without alcohol) must be registered with the coordinator of house events at least three (3) class days before the event. Only events with complete registration forms, this includes all signatures complete on the form.
- ◆ Alcohol Policy: Only persons who are 21 years or older are allowed to serve or consume alcoholic beverages. Before tending bar for a small private event, it is strongly recommended that all students participated in the Alcohol Service Awareness workshop. As a sponsor of a social event, you must abide by the guidelines for serving alcohol. Each sponsor should be aware of federal and state laws and college policy regarding alcohol. The sponsor (s) are responsible for their decisions and actions and for any consequences of these decisions and actions. Beer must be served in 12 oz clear cups, wine and mixed drinks in 7 oz clear cups, non alcoholic drinks in blue OR red 12 oz cups.

Apartment Party

A party that is sponsored by individuals living in a residential apartment for their personal guests of 10-30 people maximum, including the residents of the apartment. The on-campus residential apartments include Friedman Apartments, 12/26 Bedford Terrace, Conway House and 47 Belmont Avenue. All apartment parties must end by 11p.m. Sunday-Thursday and by 1a.m. on Friday-Saturday. Apartment Parties cannot be hosted before the first day of classes or after the last day of class at the end of the semester.

- ◆ Registration Deadline: Events must be registered with the coordinator of social events at least three (3) class days before the event, using the Small Private Events Form. Only events with complete registration forms will be allowed to register, this includes having the signatures of the house coordinator and area coordinator complete on the form.
- ◆ Alcohol Policy: Only persons who are 21 years or older are allowed to serve or consume alcoholic beverages. Before tending bar for an apartment party, it is strongly recommended that all students participate in the Alcohol Service Awareness workshop. As a sponsor of a social event, you must abide by the guidelines for serving alcohol. Each sponsor should be aware of federal and state laws and college policy regarding alcohol. The sponsor(s) are responsible for their own decisions and actions for any consequences of their decisions and actions. Beer must be served in 12 oz clear cups, wine and mixed drinks in 7 oz clear cups, non alcoholic drinks in blue OR red 12 oz cups.

Winter and Spring Weekends

On these weekends many houses choose to host cocktails, mocktails and /or after-hours parties. These events can be either open or private and are subject to the same guidelines as any other house party, except for the differences noted below.

- ◆ Cocktails (with alcohol) are not intended as the pre-party of a larger house event; therefore a house cannot host a cocktail immediately before a house event. Cocktail parties are 2 hours in length and are in general smaller more formal events than open or closed house parties.
- ◆ After hours parties must begin on or after midnight and must be closed on or before 2a.m. Alcohol cannot be served at after hours events. An after-hours party is not intended as the extension of a larger house event; therefore a house cannot host an after-hours party immediately following a house event. After hours parties typically are 2 hours in length.
- ◆ Registration Deadline: follow open or private party guidelines.
- ◆ Accessibility: These two weekends are the only exception to the accessibility rule for House Events. If the house is not accessible and guests with mobility impairments will be attending, please make special arrangements ahead of time to accommodate them or to reserve another location.
- ◆ I.D. Checker Requirements: For Open House Parties, there must be two I.D. checkers from outside the house who have attended the Alcohol Service Awareness Workshop and are registered with the college. For Private Cocktail Parties, there must be one ID checker from outside of the house or the HR may act as the I.D. checker; this exception is for private cocktail and senior banquets, only.
- ◆ Bartender Requirements: A minimum of two bartenders who have attended the Alcohol Service Awareness Workshop and are registered with the college. **DURING WINTER AND SPRING WEEKENDS ONLY the following may occur;** for Open House Parties, one bartender may come from within the house and the second must come from outside of the house. For private cocktail parties, both bartenders may come from in-house. This exception is for private cocktails only. Beer must be served in 12 oz clear cups, wine and mixed drinks in 7 oz clear cups, non alcoholic drinks in blue OR red 12 oz cups.

House Senior Banquets

Senior Banquet is a Private House Party held to honor graduating seniors. It is exclusive to house members and graduating seniors who have lived in the house previously and have been invited back to be honored. As a closed event, there are a few adjustments to college policy that reflect the difference of this social event from a typical Private House Party. Senior Banquets may be held on any night of the week as long as proper arrangements are made with Dining Services. Please be reminded: No social events may be held after 5p.m. on the last day of class each semester.

- ◆ Registration Deadline: Event must be registered with the coordinator of house events at least six (6) class days before the event. Only events with complete forms, those with all signatures and the names of two student bartenders and one I.D. checker will be allowed to register.
- ◆ I.D. Checker Requirements: For senior banquets, the HR may act as the I.D. checker.
- ◆ Bartender Requirements: A minimum of two bartenders who have attended the Alcohol Service Awareness Workshop and are registered with the college. One bartender must come from outside the house. Alcohol service must be provided from behind the bar. Beer must be served in 12 oz clear cups, wine and mixed drinks in 7 oz clear cups, non alcoholic drinks in blue OR red 12 oz cups.
- ◆ Hosts: Each house must have 2 sponsors for their senior banquet. Leaders in the house designated by the house constitution or house council plans the senior banquet; these people fulfill the role of the house social event coordinators at the party, and as such will be the sponsoring people who register the party with the coordinator of social events. Social event coordinators are required to advise the hosts in the planning of Senior Banquet. The designated Social hosts must attend or have already attended the Alcohol Service Awareness Workshop before the night of the banquet and attend the senior banquet planning meeting.
- ◆ House Presidents: When a house president is a senior, s/he may relinquish duties at the event to a house leader designated by the house council to fulfill the role of house president at the party. The designated house president must attend or have already attended the Alcohol Service Awareness Workshop before the night of the banquet.
- ◆ Residence Life Staff: An HR and HCA are expected to work the senior banquet in the house s/he is serving as the staff member. They are expected to remain sober and alert throughout the entire event. Staff members may not get another staff member to 'cover' their duties on senior banquet night. Residence Life staff members are encouraged to attend a senior banquet at a house they previously lived in.

House Parties in the Campus Center

Houses may choose to host house parties in the campus center. Each semester the coordinator of house events reserves 5-6 weekend dates for houses to hold such events. If a house is interested in having a party at the campus center the Social event coordinator should contact the CHE early in the semester. The Dean of the College has arranged to cover most of the cost for such events. Houses are responsible for the cost of entertainment (D.J., band, etc.) and for any alcohol which might be served.

- ◆ Registration Deadline: The Social event coordinator must contact the CHE early in the semester to reserve a date for a CC party. The CHE will then let the CC staff know which house is hosting a party on the designated night. **AT LEAST 2 WEEKS** (3 weeks is ideal) before the event social event coordinator must be in touch with the Campus Center Director at the campus center to formally register their event. **THIS IS A DIFFERENT PROCESS THAN A TRADITIONAL HOUSE PARTY.**
- ◆ I.D. Checker Requirements: None needed—CC provides staff.
- ◆ Bartender Requirements: None needed—CC provides staff.
- ◆ Hosts: Must register the event and find house volunteers to work the event. Hosts must be present at the entirety of the event and remain sober at the event.
- ◆ House President and RL Staff: Are not required to be at CC Parties hosted by houses, but they are encouraged to attend to support the house.

ACCESSIBILITY

The Americans with Disabilities Act (Public Law 101:336) guarantees civil rights for persons with disabilities in the United States. It provides protection from discrimination on the basis of disability and covers both private and public institutions, businesses and services. Specific areas addressed by this legislation are employment in the private sector, transportation, public accommodations, services provided by state and local governments, and telecommunications systems.

Smith College is committed to compliance with both the spirit and the letter of the Americans with Disabilities Act. The goal of the College is to assure not only non-discrimination but to provide for full participation of persons with disabilities in all aspects of campus life.

The following private entities and activities are considered public accommodations under the ADA: establishments serving food or drink, theatres, lecture and concert halls, sports facilities and places of exhibition, entertainment or recreation, etc.

Any activities planned and scheduled to take place on the Smith campus that are open, or advertised as open, to the Smith Community, the Five College Community, or the general public **SHOULD** be accessible to persons with all types of disabilities.

All-Campus Parties must be held in location that is accessible to persons with mobility impairments. Any questions should be directed to the Disability Services Director, at x2071.

For open house parties, the college has adopted a standard that a minimum of one of the house parties on any particular night (except winter/spring weekends) will be in an accessible location.

For all organizations and for houses hosting private events, if the event location is not accessible and guests with mobility impairments will be attending, special arrangements should be made ahead of time to accommodate them or to reserve another location.

Responsibilities of the event planner include the following:

- scheduling a location which is accessible to persons with mobility impairments, including wheelchair users, and advertising the event as being accessible.
- providing sign-language interpreters or assistive listening devices if requested at conferences, public lectures or concerts. (You may say in your publicity that these will be provided with 2 weeks notice). Contact the Disability Services Office.
- advertising events in various media (i.e., both oral and visual materials such as printed announcements, radio advertisements, phone mail listings of events, SGA Hotline, etc.). The Student Affairs Office has symbols denoting accessibility available upon request.
- making available large-print copies of programs or other printed materials, which may be handed out at events.
- asking invited guests and participants of conferences whether they will need special accommodations. This should be included in any invitations you sent out.

Q. I need help making my event accessible?

A. Consult the accessibility information table located in the appendix of this Guide when determining potential locations for your events.

The Office of Disability Services is available to provide technical assistance on accessibility to student organizations and houses. Both houses and organizations are responsible for making various arrangements for their events, including requesting and paying for sign-language interpreters during conferences, public performances, concerts, and lectures. The Office of Disability Services is located at 7 College Hall, ext. 2071 (voice), ext. 2072 (TDD), and can help address additional concerns regarding the accessibility of your organization's events.

Request for interpreters should be submitted 2 weeks in advance to the office of Disability Services.

House Accessibility List

SMITH COLLEGE	ACCESSIBLE STUDENT RESIDENCES	
BUILDING	EXTERIOR ACCESS & LOCATION	RESTROOMS
Capen House	Ramp at side entrance	public
Chapin House	Ramp at front porch	public
Chase House	On grade at connector entrance	public
Comstock House	Ramp at new main entrance off Mandelle Road	All floors
Cushing House	Ramp at north loggia entrance	public
Cutter House	Through Ziskind House	public*
Duckett House	On grade at connector entrance	public
150 Elm Street	On grade at main entrance	public
Emerson House	Ramp to entries @ both sides of arch	public
Freidman Complex	On grade access to unit B-4	private
Gillett House	Ramp at main entrance through cloister	public
Haven House	Ramp at front porch/main entrance	public
Hopkins House	Ramp at main entrance	public & private
Hubbard House	Ramp at front entrance	public & private
Jordan House	Ramp at north loggia entrance	public
King House	Main entrance	public & private
Lamont House	Ramp at main entrance	public & private
Morris House	Ramp at main entrance	public*
Northrop House	Ramp at main entrance through cloister	public
Sessions House	Ramp to side/front entrance	public
Scales House	Main entrance	public & private
Tenney House	On grade at main entrance	public
Tyler House	Ramp at front Dining Room entrance	public
Washburn House	Ramp at main entrance	private
Wesley House	Ramp at side entrance	public
Wilder House	Ramp at new main entrance off Mandelle Road	All floors
Ziskind House	Ramp at front entrance	public*

OCCUPANCY LIMITS

Event Sponsors must ensure that the maximum occupancy of a space does not exceed the following limits set by the college that are in accordance with the Fire Codes for State and Local Laws. All of the first floor public spaces of the house were factored into this occupancy evaluation. If event sponsors choose to close one of the rooms (such as a dining room) that was factored in this occupancy report, the Maximum Occupancy for the event must be decreased accordingly in order to properly comply with fire code regulations. Rich Korzenoski, Health and Safety Coordinator, would be able to assist house staff with assessing the occupancy for the room that the sponsors have chosen to close and he would assess whether closing the room, poses a problem based on the established fire egress pathways for the house.

If an event exceeds the limit, immediate actions must be taken to address the violation to be in compliance. Events that exceed occupancy will be shut down by a member of Residence Life, Public Safety or the local authorities.

Revised July 2001

	House Resident	College Approved	Max. #
House	Capacity	Max. Occupancy	of Guests
150 Elm Street	12	20	8
Albright	73	138	65
Baldwin	79	119	40
Capen	73	130	57
Chapin	70	140	70
Chase	57	140	83
Comstock	81	260	179
Cushing	79	180	101
Cutter	81	225	144
Dawes	19	65	46
Duckett	37	200	163
Emerson with the basement not the dining room	87	160	73
Gardiner	83	240	157
Gillett	81	145	64
Haven	54	80	26
Hopkins	17	60	43
Hubbard	53	90	37
Jordan	84	185	101
King	76	225	149
King/Scales combo all first floor rooms	147	450	303
Lamont	83	210	127
Lawrence	67	120	53
Morrow	84	220	136
Morris	68	120	52
Park	52	110	58
Park Annex	14	24	10
Northrop	80	130	50

Parsons	46	95	49
Parsons Annex	18	50	32
Scales	71	225	154
King/Scales combo all first floor rooms	147	450	303
Sessions Annex	17	45	28
Sessions	35	75	40
Talbot -first floor only	80	110	30
Talbot-1st floor & basement	80	180	100
Tenney	14	65	51
Tyler	69	250	181
Washburn	43	115	72
Wesley	15	30	15
Wilder	82	280	198
Wilson	102	270	168
Yale	8	45	37
Ziskind	81	225	144
Cutter/Ziskind combo all spaces	162	450	288

RESPONSIBILITIES OF OTHERS INVOLVED

Holding a party at Smith is a joint venture that requires the help and assistance of many. Social event coordinator may not proceed with plans unless they have the full cooperation and support of the HR, HCA, HP and the rest of the students of the house.

Individual Student Responsibility

Responsible for:

1. *Their own behavior.* The individual Smith student is expected to follow through with her assigned duties as a participant in the party. Reporting on time sober and alert for an assignment and completing the shift are examples of responsible behavior. Reporting late, inebriated, leaving early, or failing to work are examples of irresponsible behavior.
2. *Their guests' behavior.* The individual Smith student is responsible for the personal conduct of their guest(s). This means they remain at the party until their guests have left. If a guest gets in trouble, his/her host assists other students and the Social Chairs, HP, HR, and HCA in ending the disturbance. Calling Public Safety and agreeing to have the person removed from the premises are also examples of responsible behavior.
3. Being aware of and understanding the drinking laws of the Commonwealth of Massachusetts and the alcohol policy of Smith College.
4. Cooperating with the Social event coordinator to ensure that the party runs smoothly and house security is observed (i.e. not letting unescorted guests upstairs.)

House Council Member Responsibility

Responsible for:

1. Working closely with and assisting the Social event coordinator as needed, including financial matters
2. Helping hold individuals responsible for themselves and their guests' behavior at the party
3. Assessing damages resulting from the party

Area Coordinator Responsibility

Responsible for:

1. Meeting with house social event coordinators, HP, HR, and HCA prior to each party to discuss plans, cooperation, and responsibilities. They also approve party plans, including alcohol amounts. Approval for social events are ultimately at the discretion of the Area Coordinator.
2. Will confirm that the house has completed the required annual alcohol education program before registering it's first house event.
3. Will recruit additional RL staff if needed for the house event.
4. Will schedule and run a walkthrough meeting with social event coordinator prior to the event to review and discuss the party plans and set-up.
5. Assessing the situation and making decisions about taking steps to regain control of a party when consulted by the Social event Coordinators, HCA, HP, HR and/or Public Safety (if on call)
6. Informing the house of any necessary action needed to regain control of the party
7. Following up afterwards with Social Event Coordinators, House Presidents and Residence Life Members
8. Managing any violations of policies or referring them to the College Policy when appropriate
9. Reviewing and discussing all party plans before the party including the amount of alcohol that is being served with the Social Chair(s) and Residence Life staff.

HP Responsibility

Responsible for:

1. Working closely with Social event coordinator by supporting their efforts to organize activities and communicating with students in the house
2. Signing party registration forms
3. Going over the party location with housekeeping supervisor and Social event coordinator prior to party
4. During the party:
 - a) being present at the event for it's entirety
 - b) remaining sober and alert
 - c) helping Social event coordinator hold individuals responsible for themselves, their guests and their work shifts
 - d) helping to keep the party under control; calling Public Safety if a situation cannot be handled by house members.
5. Assuring that the Social event coordinator and their committee clean up after the party
6. Working with the Area Coordinator following up with events.

HR/HC & HCA Responsibilities

Responsible for:

1. Signing party registration forms
2. Helping Social Chairs, as needed, to be sure that party plans are consistent with the state laws and college regulations.
3. Going over the party location with housekeeping supervisor and Social event coordinator prior to party
4. During the party:
 - a. remaining sober and alert
 - b. being present at the event for its entirety
 - c. helping Social event coordinator hold individuals responsible for themselves, their guests and their work shifts
 - d. helping Social event coordinator resolve difficult situations
 - e. consulting with Social event coordinator and HP if the party appears to be getting out of control and take steps to regain control.
 - f. temporarily stopping the entrance of guests
 - g. ensuring that the Max capacity is strictly followed
 - h. calling Public Safety
 - i. ending the party.
5. The HR makes the final decision regarding whether to stop entrance to the party or shut the party down. She may call Public Safety or the AC on call for assistance.
6. Assuring that the social event coordinator and their committee clean up after the party. A Building Services staff member will call the HR to deal with if the clean up that has not been completed on time. The HR/HC will call the Social event coordinator and house president together. Together, they will gather members of the house to complete the job.

Department of Public Safety Responsibility

Responsible for:

1. Meeting with Social event coordinator prior to the party (upon the initiative of the Social event coordinators)
2. Providing a Community Service Officer (CSO) at open house parties.
3. Stopping by the party periodically (which is a regular policy)
4. Assisting in disruptive situations with the help of the HR/HC, HCA,, or AC. This could mean:
 - a. helping determine if a student will assume responsibility for a guest
 - b. escorting disruptive persons out of the house or off-campus
 - c. putting someone into protective custody, if necessary
 - d. arresting someone, if necessary
 - e. assisting in the transportation of sick residents
4. Informing the Student Affairs Office of any situations needing follow-up (with individuals and/or house or organizations)

Residence Life Office Responsibility

Responsible for:

1. Being a resource for social event coordinator in planning events
2. Following up on problem situations to hold individuals accountable for their behavior
3. Following up, if necessary, to help Social event coordinator resolve problems with planning and/or implementation for future parties
4. Using College Judicial Board, if necessary, to hold individuals, organizations, house leaders, or the entire house accountable.

ALCOHOL POLICIES

Event sponsors bear the obligation to see that the alcohol is consumed responsibly and is dispensed in accordance with the law. The following policies are those that deal specifically with the Smith College Social System. This section is to be used in conjunction with the federal, state and Smith College alcohol regulations.

1. At all social events where alcohol is served, food and non-alcoholic beverages must be provided by the sponsor of the event in adequate proportion to the alcoholic beverages on hand. If the supply of food and non-alcoholic beverages runs out then alcohol service **must** stop.
2. No person is allowed to be in possession of an open container or consume alcohol in public areas, with the exception of parties registered with the coordinator of house events. Public Spaces include but are not limited to living rooms, lounges, hallways dining rooms and stairwells.
3. City of Northampton ordinances prohibit the possession of open containers of alcohol on city property (streets, parks, buildings, etc.) Thus, Smith students and guests should leave all alcohol at the party and not carry drinks from one event to another.
4. No one may bring their own alcoholic beverages to a Smith party. If a person is carrying any alcohol into the party, it will be taken away for disposal. Door watch persons should be cautious that persons entering a party with a backpack or bag are transporting alcohol, which is not allowed at the party.
5. All alcohol service **must** end by **12:30 AM** or ½ hour before the close of event if it is scheduled to end prior to 1:00 AM.
6. Any alcohol remaining after the close of an event will be discarded at the end of the event. All Kegs will be stored either in the HR suite or in the residence life area office. Alcohol cannot be served for more than three (3) hours at an in-house social event.
7. The college holds a Massachusetts State license to sell and dispense alcoholic beverages at the Campus Center. This is the *only* venue where admission may be charged for student sponsored events, which include the serving of alcohol.
8. All alcoholic drinks must be served in opaque cups. When beer is being served the cup size must not be larger than 12oz and when serving mixed drinks or wine/champagne the cup must not be larger than 7oz. Recommended serving size for alcohol amounts are as follows: 12 oz of beer, 5 oz of wine or champagne and 1 oz of hard alcohol served as a mix drink (no shots of any type are permitted).

Alcohol Service Awareness Workshop

The Alcohol Service Awareness Workshop is required for all house staff, house presidents, social chairs, ID checkers and persons tending bar for Open House and Private House parties. Only persons who are 21 years or older are allowed to serve alcoholic beverages. The workshop includes a review of all the state laws governing serving alcohol, proper identification procedures, the effects of alcohol on the body and intervention techniques. This workshop will be held in September, November, February and in April.

Before tending bar for a Small Private Event, it is strongly recommended that all students participate in the *Alcohol Service Awareness Workshop*. All students are welcome to attend this informative and helpful workshop.

Collection Of Alcohol Funds

Neither Social System money nor house budget money may be used to purchase alcohol.

Money must be collected by the Social Chair or designated collector and may **NOT** be collected from underage students. Money collected for a specific event must be used for that specific event.

Kegs

Open and private house parties are the **ONLY** venues where kegs are allowed. No kegs of any type may be below or above the first floor of Smith houses or in student rooms. The term keg is all-inclusive with kegs, half kegs, beer balls and the like being examples. Massachusetts Law requires that all kegs must be registered to one individual who is over 21, with proper I.D. This individual purchasing the keg must be a member of the host house who is not the house staff and has participated in the Alcohol Service Training Workshop while being at Smith. This individual has a responsibility to the proper distribution of alcohol and may be held personally responsible for its misuse. The state and local statutes regarding kegs are outlined on the next page of this guide.

A “Half Keg” is 15 gallons. It contains 160 servings of beer (12oz = 1 serving)

A “Quarter Keg” is 7.5 gallons. It contains 80 servings of beer (12oz = 1 serving)

STATE AND LOCAL STATUTES

Various statutes of the Commonwealth of Massachusetts and regulations of the Alcoholic Beverage Control Commission govern the sale, acquisition, possession, transportation, and consumption of alcoholic beverages. In general, some of the pertinent statutes and regulations provide that:

- A. No person or group shall sell, deliver, purchase or otherwise procure alcoholic beverages for consumption by a person under 21 years of age. Violators are subject to arrest, criminal charges, fines and imprisonment.
- B. No person shall use the liquor identification card, driver's license or other identification card of another, or permit such identification to be used by another, or supply such cards to another, or furnish false information in obtaining a liquor purchase identity card, or alter or deface any such cards in order to procure alcoholic beverages. Violators are subject to arrest, criminal charges and fines.
 - 1. In the Commonwealth of Massachusetts, use of a fake id to purchase alcohol or providing false information to obtain identification for the registry of motor vehicles will result in the loss of a driver's license for six months. Additional penalties including a longer loss of license and fine could also be imposed.
- C. No person shall operate a motor vehicle while under the influence of alcoholic beverages. Violators are subject to arrest, fines, mandatory court education programs, loss of license and/or imprisonment.
- D. No person under 21 years of age shall transport, purchase, sell, deliver, receive or otherwise procure alcoholic beverages except in the course of employment. Violators are subject to arrest, criminal charges, fines, and imprisonment.
- E. No person who is intoxicated shall be served alcoholic beverages on licensed premises. Violators are subject to fine and possible disciplinary action from the local licensing authority.
- F. No person or group or organization may sell alcoholic beverages except pursuant to license granted by the Commonwealth through the local government's licensing authority.

State and Local Legal Information Regarding Kegs

The following information is from the *Guide to Massachusetts Liquor Laws* distributed by the Alcoholic Beverages Control Commission and the Governor's Highway Safety Bureau:

- 1. A keg is defined as a container having the capacity of more than two gallons of liquid.
- 2. The licensee/store requires, in addition to the purchase price, a deposit of a container fee and a registration fee.
- 3. The licensee/store must keep records of each keg sale that include the date of sale, size of the keg, keg identification number, amount of container fee and registration fee, and the name and address of the purchaser. The purchaser must sign a statement at the time of purchase attesting to the accuracy of the purchaser's name and address and acknowledging that misuse of the keg may result in civil liability, criminal prosecution or both. The licensee/store must keep the record for at least three years.
- 4. You must present to the licensee/store one of the following Acceptable Forms of Identification:
 - Massachusetts driver's license,
 - Massachusetts Registry of Motor Vehicles liquor identification card,
 - Passport issued by the United States or a country recognized by the United States
 - Valid military identification card, (the green, active service card)
- 5. The maximum amount of alcohol that a person can transport without a license is 20 gallons of malt beverages, 3 gallons of any other alcoholic beverages or one gallon of alcohol. Every person operating a vehicle while transporting alcohol must carry a vehicle permit and must produce such documentation upon request from any police officer.

STUDENT BARTENDER EXPECTATIONS

Student Bartenders are Smith College students at least 21 years of age who volunteer to serve alcohol from behind a bar at an Open House or Private House party. As a volunteer the student cannot receive monetary payment.

Bartenders must be registered with the Office of Student Affairs in order to provide alcohol service at any house party. To be registered means that the student has completed the *Alcohol Service Awareness Workshop*. Completing these requirements signifies the students' understanding of responsibilities and liabilities regarding alcohol service as outlined in federal and state laws and college policy.

A list of registered bartenders will be shared with Social Event Coordinators for use while planning events. Social Event Coordinators are required to identify at least 2 approved students who have volunteered for the bartender role in order to register an event.

The bartender will not cancel from this commitment without finding a properly trained substitute bartender that the Social Event Coordinators are comfortable using.

In addition to the responsibilities laid out in the Alcohol Service Awareness Workshop the registered bartender for an event must follow these guidelines:

1. Bartenders must adhere to all federal and state laws and college policy pertaining to alcohol service. Failure to follow these laws and policies places the bartender at risk for college, criminal and/or civil judiciary action and extends that risk to other students, residence life staff and Smith College.
2. Bartenders may volunteer for a party in any house, including their own.
3. Bartenders must agree to monitor the bar for the **entire** evening, which starts 30 minutes before the party is scheduled to begin and ending a half-hour before the party is scheduled to close.
4. Bartenders must participate in the pre-party check-in conversation 30 minutes before the opening of the event.
5. Bartenders cannot consume alcohol prior to or during the event, as it affects their judgment for serving alcohol to event guests.
6. Alcoholic beverages to be served must be kept behind the bar. Only bartenders can have access to this area.
7. Intoxicated individuals must not be served under any circumstance.

I.D. CHECKER EXPECTATIONS

The role of the I.D. checker is to verify that a student or guest is of legal age to consume alcohol at a party. The I.D. checker is a paid “spot job” and can be filled by any qualified student.

I.D. checkers must be registered with the Office of Student Affairs in order to work at any house party. To be registered means that the student has completed the *Alcohol Service Awareness Workshop*. Completing this workshop will provide the students’ with the understanding of responsibilities and liabilities regarding alcohol service as outlined in federal and state laws and college policy.

A list of registered I.D. Checkers will be shared with Social Event Coordinators for use while planning events. Social Event Coordinators are required to identify two I.D. checkers that they have hired to work for the entire event in order to have it registered. If two I.D. checkers are hired they must work together for the duration of party until alcohol service has ended.

An I.D. checkers will not cancel from this commitment without finding a properly trained substitute that the Social Event Coordinators are comfortable using.

In addition to the responsibilities laid out in the Alcohol Service Awareness Workshop the registered ID checker for an event must follow these guidelines:

1. I.D. Checkers must adhere to all federal and state laws and college policy pertaining to alcohol service. Failure to follow these laws and policies place the I.D. Checker at risk for college, criminal and/or civil judiciary action and extends that risk to other student, residence life staff and Smith College.
2. I.D. Checkers must properly check identification and give alcohol bracelets only to those students and guests who are 21 years of age or older and have valid identification
3. The I.D. Checker must assure that the supply of bracelets is guarded at all times from misuse or improper distribution.
4. An I.D. Checker must remain sober while on duty.
5. An I.D. Checker must arrive at the assigned 30 minutes prior to the start of the event. Upon arrival to the house the I.D. Checker will set up their post near the front door and will remain at their post until a half-hour before the end of the party when alcohol service has stopped.
6. I.D. Checkers must participate in the pre-party check-in conversation 30 minutes before the opening of the event.
7. I.D. Checkers are responsible for the I.D. box and its contents, which will be available from the Residence Life in the house prior to the event and return it to the Residence Life staff in the house before they leave the event. I.D. checkers also need to turn in a pay voucher to their Area Coordinator. The ID Checker box includes:
 - ___ 1 magnifying glass and light combination,
 - ___ 1 tally-counter for the front door watch person to monitor the head-count
 - ___ 1 current license ID booklet
 - ___ 1 sheet of “trick” questions you can refer to if you doubt the authenticity of an I.D.
 - ___ I.D. bracelets provided by the CHE
 - ___ 2 small pair round-tipped scissors
 - ___ 1 Black light
8. I.D. Checkers must come from outside of the house, except for private cocktail parties during winter and spring weekends and senior banquets.

PROPER IDENTIFICATION PROCEDURES

Dram Shoppe Consultants—Mike Marcantonio

1-508-653-7659

- Check the ID of anyone who looks 30 –35 years old or younger. Card anyone who doesn't have pronounced wrinkles around their eyes or forehead.
- Ask the customer to take the license from their wallet. Watch for coordination problems and to see if they have their real ID behind the one you've been handed.
- Know what the license is supposed to look like. Have an ID Guide available to check the form for validity. Only accept a photo ID.
- Look at the license in adequate lighting. Feel it for lumps, bumps, ridges and thickness. The license should be smooth. Flash the license in the light to see security codes in laminate.
- Know what date their birthday would be for them to be 21 Today.
- Check the expiration date—match it with the birth date looking for a difference in print type.
- Check the height. The person should be as tall or taller than what the license indicates.
- Try to get the customer to give you the same facial expression they gave to the registry camera. When comparing the person to the picture focus on the nose, chin, ears, birthmarks, dimples, scars and skeletal structure. All of which are more difficult to change than eye color or hair color.
- When you examine the license watch the body language and behavior of the person. Do they avoid eye contact, sweat, appear nervous, defensive, self-important, too helpful or overly confident? Remember, even if it is a proper form of ID it could still be a fake. Trust your people skills—when in doubt you have the right to refuse to sell or serve alcohol.

Questions to Ask:

What is your date of birth?

How old are you?

What year did you graduate high school?

What's your zodiac sign?

What's your zip code?

Who is the governor of your state and the capitol?

Have you always lived in ____state? What is your SS#?

(See page 59 in the Driver's license guide)

What is the middle initial stand for? (Ask for a letter not on the ID)

Do a signature check.

Ask for a time sensitive back up. Something that expires with a signature. (Credit card)

Ask one of their friends what the person's name is and see if it is the same as the ID.

Zodiac Signs:

Aquarius	Jan 20 to Feb 18
Pisces	Feb 19 to Mar 20
Aries	Mar 21 to Apr 19
Taurus	Apr 20 to May 20
Gemini	May 21 to Jun 20
Cancer	Jun 21 to Jul 22
Leo	Jul 23 to Aug 22
Virgo	Aug 23 to Sep 22
Libra	Sep 23 to Oct 22
Scorpio	Oct 23 to Nov 21
Sagittarius	Nov 22 to Dec 21
Capricorn	Dec 22 to Jan 19

PLEASE BE ADVISED OF THE FOLLOWING

MASSACHUSETTS STATE LAW AS AMMENDED AUGUST 8, 2001:

No person or group shall sell, deliver, purchase, furnish or otherwise procure alcoholic beverages for consumption by a person who is under 21 years of age. For the purpose of this section the word "furnish" shall mean to knowingly or intentionally supply, give or provide to or allow a person less than 21 years of age. This is now a criminal offense for individuals, punishable by up to a year in jail and a \$2,000 fine.

SMITH COLLEGE HANDBOOK:

While all members of the college community have the responsibility to respect the drinking laws and also not purchase alcohol for, or serve alcohol to, anyone underage, those students in positions of leadership (i.e. head residents, house presidents, head of new students, organization presidents, etc.) have a particular responsibility to lead by example.

While the college does not expect those students in leadership roles to act as agents of the state in enforcing the law, it does expect them to meet the duty to "exercise reasonable care" appropriate to their roles. This means acting reasonable to fulfill the responsibility of the roles they have undertaken and intervening when necessary, to hold individuals accountable for their actions and/or to refer them to the appropriate helping resources.

Sign-In Policy for Open House Parties

- 1) All persons must show valid ID at the door.
 - Valid ID = Drivers License, State ID, College ID or passport
 - Not Valid: Holyoke Community College, YMCA or Military ID
 - Smith students must show their Smith ID
 - 5 College Students must show their 5 College ID
- 2) All non Smith guests must be signed in by a Smith host.
- 3) Smith students may sign-in a maximum of 3 guests.
- 4) Smith hosts are responsible for the actions of their guests.
- 5) To consume alcohol, you must be 21+ and show your valid drivers license/liquor ID to the "ID checker" after signing-in.
- 6) Intoxicated persons will not be admitted.
- 7) High School Students will not be admitted.
- 8) No alcohol or bottled beverages may be brought into the party or consumed in line.
- 9) No Backpacks.
- 10) When a party reaches its occupancy capacity, no one will be allowed to enter until capacity falls below or under fire code regulations.

Thank you for your cooperation!

Basic House Party Rules

- 1) No smoking in the house.
- 2) Only alcohol served from the bar is allowed at the party.
- 3) No sexual activity in public spaces.
- 4) No unwanted touching, such as groping, etc. will be tolerated.
- 5) No guests will be allowed above the first floor unless they are escorted by a resident of that particular house.
- 6) All Smith students and guests must abide by all state and federal laws and Smith College policies and procedures.
- 7) No drugs or weapons of any kind will be allowed into the party.
- 8) Violence (fighting, arguing, swearing, etc.) will not be tolerated.
- 9) All persons must comply with the requests and directives of party staff and public safety.

Thank you for your cooperation!

DINING SERVICES and BUILDING SERVICES

Dining Services, located at 30 Belmont Ave, x2300, is available to assist students in planning special functions. Inquiries may be directed to the Dining Services office for information regarding quantities of food to be purchased for a specific function as well as advice on planning. Dining Services require a 4-week notice prior to the event.

Building Services, located in the Physical Plant offices on West Street, x2400, is available to assist student in planning special functions. Inquires may be directed to the Building Services office for information regarding house common spaces, extra furniture, damage, etc... Building Services requires a minimum of 1-week notice prior to the event. For all events an ESR must be completed but this is especially important if you need to request tables, chairs and additional trash barrels. ESR can be found at : <http://www.smith.edu/events/esr.html>

You will likely have the most contact with a Dining Room Assistant, your housekeepers and your Senior Housekeepers. Please introduce yourself when you move into your house.

Kathy Zieja, Director of Dining Services, kzieja@smith.edu
Diane Benoit, Manager of Building Services, dbenoit@smith.edu
Brett McGuinness, Assistant Manager of Building Services, bmccguinn@smith.edu
Linda LaFlam, Supervisor of Housekeeping Staff, lflam@smith.edu

Available to rent are:

plastic pitchers, platters, and punch bowls- call Dining Services x2300
NOTE: deposits are required on some items.

Available for purchase:

paper goods and supplies- call Dining Services x2300

When planning a party in your house, remember to contact the food service supervisor so that the dining room equipment may be secured. Remind fellow students that no food or beverage may be stored in the kitchens nor any equipment borrowed from the kitchen without prior approval of the kitchen staff.

Responsibility for the planning, management, admission of guests and outcomes of parties rest in all cases with the students sponsoring the event. If there is damage or extra clean-up as a result of an event, the house or organization will be charged for the additional costs involved in cleaning or repairing the damage. In preparing a budget for a party, be sure to find out about the extra charges that could be incurred.

DAMAGES TO COLLEGE RESIDENCES

(Revised by Residence and Dining Services, July 2000)

The following information is a partial version of the full policy. Call Building Services for more information as needed.

Students are held accountable for damage to college property that the college discovers has occurred outside of its definition of "normal wear and tear." On the following pages, this booklet outlines the potential costs that may be assessed as a result of certain kinds of damage. Damage that is malicious or puts others at risk for injury may also subject the responsible party to disciplinary action by the College.

Damage is considered to be anything that occurs to college property which requires repair, replacement or additional cleaning as a consequence of students' actions. Missing equipment or furniture is treated as damage as well as violations to fire and safety regulations.

It is the responsibility of each student to submit work orders to report minor repair needs both for her own room or that found in the common areas. Most of these repairs are due to normal wear and tear. When an individual has caused significant damage to college property, she or her guest is expected to acknowledge responsibility. In the event that no one comes forward, the house will incur the cost of repair and each resident shares the cost.

A damage incident report will be prepared by college personnel and submitted to the Office of Student Affairs and other departments involved in the assessment process. There will be a two-week investigation period to determine the responsible parties. A copy of a completed damage incident report will be forwarded to the Office of Student Financial Services. The student house account will be charged on the next billing cycle.

All charges are subject to change according to each incident and may be mitigated by the information provided by the room inspection form.

Building Services Social Event Clean-Up Information

Students are expected to clean up after an event. Social event coordinator should meet with the Housekeeper to do a walk-through of the house before the event to check the “pre-event” condition of the house. You should note any concerns on the “Party Inventory Form”, i.e. broken furniture, soiled spots on carpets or upholstered furniture. At this meeting, also please discuss with your Housekeeper items needed for the clean up and where they should be located.

Social event clean up should be completed by 2:00 p.m. the following day for a weekend event. An agreed upon time for clean up must be made with the Dining Services Manager if the party takes place in a dining room scheduled to open for meals during the weekend.

If the event occurs during the week, clean up should take place immediately following the event.

If carpets and/or upholstered furniture have been soiled, the following fees will be assessed:

For shampooing carpets and/or furniture, a minimum of \$75.00 fee will be assessed – if additional time is needed, it is charged at \$25.00 per additional hour.

If additional cleaning needs to take place, the house will be chartered a minimum of 3 hours at \$25.00 per hour.

Biohazard Clean-up Policy and Fees

A bio-hazard incident is defined in this instance as any bodily fluid, spill, or contamination, i.e. vomit, urine, etc. (This does not include blood incident, see below).

If a bio-hazard incident occurs, notify the HR, as they have a bio-hazard kit located in their suite.

If the individual responsible for the spill cleans it up the cost incurred would be for a replacement bio-hazard kit and any additional clean up that must be handled by our custodial staff. The cost of a replacement kit is \$12.00.

If the incident is party-related and no one takes responsibility for the clean up, the following applies:

- Notify Public Safety of incident
- Block off area to be cleaned
- Staff will be called in to complete clean up as soon as possible

Charge to house will be \$75.00
If carpets or furniture need to be cleaned, additional
Fees will be added to the bill.

In the event that there is a blood spill, notify Public Safety immediately at x2490. Any incident of this nature must be documented and cleaned by authorized personnel.

Corridors and Stairwells

In accordance with city and state fire and safety regulations, house corridors and all egress areas must be kept clear. Personal items include but are not limited to: boxes, dishes, shoes, doormats, recycling containers, clothes, racks, etc. Items left in these areas will be discarded. The College assumes no responsibility to replace or compensate for the loss of personal items abandoned in corridors or stairwells.

Bicycles must not be left on first floors, chained to handrails, furniture or accessibility ramps. They must be stored in bike racks or in designated areas of basements. If they are discovered chained to egress areas, Public Safety is contacted in order to mechanically cut the lock and remove the bicycle.

Fire doors may not be propped open in corridors.

Violations of fire and safety building codes are subject to disciplinary action due to the hazards they pose for injury and the potential loss of life.

Fines:

\$5.00 per article left in a hallway or egress area
\$50.00 per bicycle
\$25.00 propped fire door

Common Rooms

First floor common rooms have been inventoried at the beginning of each semester. These inventories will be used to determine missing items and charges, if necessary. Students must not remove any item of furniture from common areas or basement areas. Missing furniture and public room items will be charged at the following rates:

Sofas, chairs, tables will be charged according to replacement value. Costs could vary from \$200.00 and upward depending on item(s) value.

Lamps (table)	\$100.00
Lamps (floor)	\$125.00
Lampshades	\$20.00

Furniture repairs will be charged a \$50.00 minimum for removal, minor repair, and return of item.

Antique rugs, furniture, and paintings may require an outside appraisal to assess loss.

Draperies:

If drapes/curtains are removed from student rooms or public areas, a cleaning fee will be charged.

Cost per window (plus installation)	\$50.00
If drapes are lost or damaged (minimum replacement values per window)	\$250.00

Facilities Management

Facilities Management is responsible for the maintenance, repair, and security of all College buildings. Facilities Management oversees the custodial and maintenance needs of offices, classroom, Campus Center, Unity House, or Mwangi Center. The custodial services for houses fall under Building Services.

Facilities Management's Office Hours during the academic year are 7AM to 5 PM Monday-Friday. Emergencies (i.e. overflowing water, life safety hazards, no heat, no power) should be reported immediately to Facilities Management at x2400 during the business day and to Public Safety at x2490 after hours and on weekends. All non-emergency requests for Facilities Management services should be made via e-mail at PPSvcReq@smith.edu. It is also helpful to post a note near the problem stating that it already has been reported to avoid additional calls.

*All maintenance and improvement work must be performed by Facilities Management. Under **no** circumstances should students attempt to effect repairs or make improvements.*

Responsibility for the planning, management, admission of guests and outcome of parties rest in all cases with the students sponsoring the event. If there is damage or extra clean-up as a result of a party, the house or organization will be charged for the additional costs involved in cleaning or repairing the damage. In preparing a budget for a party, be sure to find out about the extra charges that could be incurred. Facilities Management bills monthly the services provided. Facilities management oversees the custodial and maintenance needs of offices, classroom, Campus Center, Unity House, or Mwangi Center. The custodial services for houses fall under Building Services.

OTHER INFORMATION ABOUT FACILITIES MANAGEMENT:

Fire Safety:

It is especially important to note that if a fire alarm sounds, it is state law that all persons must vacate the premise until the fire department clears the scene and public safety gives the go-ahead.

It is also important to note that fire extinguishers should not be discharged for fun. They can cause personal injury, damage the structure, and consequently may not operate in the event of a real emergency. Discharged extinguisher should be reported to the house Fire Captain. Houses will be charged for recharging fire extinguisher due to foul play.
Furniture Moving and Cost of Replacement

There are events for which a house may wish to have the dining room free of furniture. As part of the planning, it is important for students to know that the furniture in the dining room is expensive, heavy, and difficult to move. The round tables are especially heavy to manage because they do not fit easily through doorways. The tables may cost as much as \$500 to replace; chairs \$75-\$100 each. Students are urged to consider the risk of damaging the furniture since the house or organization will be responsible for the costs of repairs and/or replacement which result from moving the tables themselves.

An alternative to students moving the tables themselves is the hiring of facilities management employees. Such assistance, subject to availability, can be requested when Social Event Coordinator completes the on-line Event Services Request (ESR) form: <http://www.smith.edu/emo/esr.html>. The cost will vary. This cost may be reduced when two or more houses arrange to have facilities management move the tables on the same night. It may not be possible for facilities management employees to replace the tables immediately after the party ends. If this is the case, the tables will be replaced early the following morning. The Social Event Coordinators will know of the arrangements that they have made with facilities management before the party and should inform the dining services staff if there is a possibility that the dining room may not be set up completely for breakfast.

Whether or not Facilities Management moves the tables, the dining services staff should be asked to lock up the toasters and other equipment before the party begins. The house or organization will be able to avoid replacing these items should they be lost.

Facilities management Custodian Charges

There is significant confusion among organizations on how Facilities Management determines clean-up charges. These are the general charges, which Facilities management will bill your organization for cleaning after events, parties, etc. that are held in an office, classroom, Campus Center, Unity House, or Mwangi Center.

The charges are dependent on the time of day the clean-up is completed and whether overtime pay is needed at a time and a half rate. **Overtime pay is the most expensive because by UNION RULES, there is a THREE HOUR MINIMUM CHARGED.** (Facilities Management and Dining Services have different rates; since they are in different unions.) The custodial rates do not apply to houses; please refer to the Dining Services section of this guide if you're a sponsor of an event in a house.

If one person cannot handle the work, two custodians will be assigned the job. However, organizations will only be charged for one custodian and Facilities management will pay for the other. If another event is scheduled in the same space the next day, custodians might have to come in on overtime pay.

Please plan accordingly and make every effort to have the members of your organization clean up after the party

SGA VEHICLES

All chartered organizations (includes houses) can use the SGA vehicles, nine 7-passenger vans. Before a reservation may be made, each organization designates two representatives who may make reservations on behalf of the organization and completes a form on which their names are listed. This form must be filed with the SGA Office Manager. Both representatives are required to obtain a van license from Smith College. The SGA Office Manager coordinates van trainings during the year. Once you have passed the test you will be certified to drive the 7-passenger vans. **Only those students with a valid Smith College Van License are permitted to drive SGA vehicles.**

SGA Vehicle Reservations are made by submitting a reservation request (available in the SGA office) to the SGA Office Manager. They are located in the SGA Office in the Campus Center. To assure availability of the vehicle(s) when needed, reserve them well in advance. No reservation will be made by phone. Questions can be directed to sfagan@smith.edu

SAMPLE EVENT SHEETS

PARTY JOB SIGN-UP SHEETS—front door watch

HOUSE : _____ DATE: _____ HOURS: _____

I agree to the following conditions in performing the responsibilities I've signed up for:

1. To be SOBER and ALERT.
 2. To show up on time.
 3. To work the entire shift assigned.
 4. Not to leave my post until relieved.
 5. Report any problems or inappropriate behavior to the person in charge.
 6. To adhere to all House Party rules, in accordance with the Smith handbook.
 7. To attend party planning meetings and house meetings for the event.
 8. To speak with my house staff to report unusual /inappropriate behavior, and to fill out an Incident Report where necessary.
 9. In the event that I am unable to fulfill my responsibilities and party shift due to illness or emergency, I am required to notify the house social chairs.
- "Failure to fulfill above responsibilities may result in closing of the party and/or disciplinary action."

Please Print Name and Signature below:

Front Door Watch (2 persons/shift):			
	Print	Phone	Signature
9:30-10:00	1		
	2		
10:00-10:30	1		
	2		
10:30-11:00	1		
	2		
11:00-11:30	1		
	2		
11:30-12:00	1		
	2		
12:00-12:30	1		
	2		
12:30-1:00	1		
	2		
1:00-1:30	1		
	2		
Party Ends			

PARTY JOB SIGN-UP SHEETS—sign in table

HOUSE : _____ DATE: _____ HOURS: _____

I agree to the following conditions in performing the responsibilities I've signed up for:

1. To be SOBER and ALERT.
 2. To show up on time.
 3. To work the entire shift assigned.
 4. Not to leave my post until relieved.
 5. Report any problems or inappropriate behavior to the person in charge.
 6. To adhere to all House Party rules, in accordance with the Smith handbook.
 7. To attend party planning meetings and house meetings for the event.
 8. To speak with my house staff to report unusual /inappropriate behavior, and to fill out an Incident Report where necessary.
 9. In the event that I am unable to fulfill my responsibilities and party shift due to illness or emergency, I am required to notify the house social chairs.
- "Failure to fulfill above responsibilities may result in closing of the party and/or disciplinary action."

Please Print Name and Signature below:

Sign-In Table (2 persons/shift):

	Print	Phone	Signature
9:30-10:00	1		
	2		
10:00-10:30	1		
	2		
10:30-11:00	1		
	2		
11:00-11:30	1		
	2		
11:30-12:00	1		
	2		
12:00-12:30	1		
	2		
12:30-1:00	1		
	2		
1:00-1:30	1		
	2		

Party Ends

PARTY JOB SIGN-UP SHEETS—stair watch

HOUSE : _____ DATE: _____ HOURS: _____

I agree to the following conditions in performing the responsibilities I've signed up for:

1. To be SOBER and ALERT.
 2. To show up on time.
 3. To work the entire shift assigned.
 4. Not to leave my post until relieved.
 5. Report any problems or inappropriate behavior to the person in charge.
 6. To adhere to all House Party rules, in accordance with the Smith handbook.
 7. To attend party planning meetings and house meetings for the event.
 8. To speak with my house staff to report unusual /inappropriate behavior, and to fill out an Incident Report where necessary.
 9. In the event that I am unable to fulfill my responsibilities and party shift due to illness or emergency, I am required to notify the house social chairs.
- "Failure to fulfill above responsibilities may result in closing of the party and/or disciplinary action."

Please Print Name and Signature below:

Stairwatch/Location:			
	Print	Phone	Signature
9:30-10:00	1		
	2		
10:00-10:30	1		
	2		
10:30-11:00	1		
	2		
11:00-11:30	1		
	2		
11:30-12:00	1		
	2		
12:00-12:30	1		
	2		
12:30-1:00	1		
	2		
1:00-1:30	1		
	2		
Party Ends			

PARTY JOB SIGN-UP SHEETS—back door watch

HOUSE : _____ DATE: _____ HOURS: _____

I agree to the following conditions in performing the responsibilities I've signed up for:

1. To be SOBER and ALERT.
 2. To show up on time.
 3. To work the entire shift assigned.
 4. Not to leave my post until relieved.
 5. Report any problems or inappropriate behavior to the person in charge.
 6. To adhere to all House Party rules, in accordance with the Smith handbook.
 7. To attend party planning meetings and house meetings for the event.
 8. To speak with my house staff to report unusual /inappropriate behavior, and to fill out an Incident Report where necessary.
 9. In the event that I am unable to fulfill my responsibilities and party shift due to illness or emergency, I am required to notify the house social chairs.
- "Failure to fulfill above responsibilities may result in closing of the party and/or disciplinary action."

Please Print Name and Signature below:

Back Door Watch/Bracelet Cutter:			
	Print	Phone	Signature
9:30-10:00	1		
	2		
10:00-10:30	1		
	2		
10:30-11:00	1		
	2		
11:00-11:30	1		
	2		
11:30-12:00	1		
	2		
12:00-12:30	1		
	2		
12:30-1:00	1		
	2		
1:00-1:30	1		
	2		
Party Ends			

PARTY JOB SIGN-UP SHEETS—set-up

HOUSE : _____ DATE: _____ HOURS: _____

I agree to the following conditions in performing the responsibilities I've signed up for:

1. To be SOBER and ALERT.
 2. To show up on time.
 3. To work the entire shift assigned.
 4. Not to leave my post until relieved.
 5. Report any problems or inappropriate behavior to the person in charge.
 6. To adhere to all House Party rules, in accordance with the Smith handbook.
 7. To attend party planning meetings and house meetings for the event.
 8. To speak with my house staff to report unusual /inappropriate behavior, and to fill out an Incident Report where necessary.
 9. In the event that I am unable to fulfill my responsibilities and party shift due to illness or emergency, I am required to notify the house social chairs.
- "Failure to fulfill above responsibilities may result in closing of the party and/or disciplinary action."

Please Print Name and Signature below:

Set-Up Crew:			
	Print	Phone	Signature
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		

PARTY JOB SIGN-UP SHEETS—Clean-up

HOUSE : _____ DATE: _____ HOURS: _____

I agree to the following conditions in performing the responsibilities I've signed up for:

- 1. To be SOBER and ALERT.**
 - 2. To show up on time.**
 - 3. To work the entire shift assigned.**
 - 4. Not to leave my post until relieved.**
 - 5. Report any problems or inappropriate behavior to the person in charge.**
 - 6. To adhere to all House Party rules, in accordance with the Smith handbook.**
 - 7. To attend party planning meetings and house meetings for the event.**
 - 8. To speak with my house staff to report unusual /inappropriate behavior, and to fill out an Incident Report where necessary.**
 - 9. In the event that I am unable to fulfill my responsibilities and party shift due to illness or emergency, I am required to notify the house social chairs.**
- "Failure to fulfill above responsibilities may result in closing of the party and/or disciplinary action."**

Please Print Name and Signature below:

Clean-Up Crew:			
	Print	Phone	Signature
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
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SMITH POST PARTY/EVENT REPORT

HOUSE: _____ DATE: ____ / ____ / ____

EVENT: _____ HOURS: _____ - _____

To be completed by Social Chairs, HP and Residence Life Staff during the party debrief meeting. Please describe your house event and explain any incidents including all pertinent details (e.g., names, phone numbers). Report must be completed and returned to your Area Coordinator no later than the FRIDAY following the event.

Part 1: Event Security - Please describe security throughout the event. Please specify any relevant problems and/or suggestions to increase the efficiency of event security.

Front Door Watch:

Back Door, Stair, and Window Watch:

General Party Security - including walk through(s):

Other (Please Specify):

Part 2: Event Logistics – Please describe each of the following elements of your house event. Include a detailed account of any problem areas as well as suggestions or concerns.

Capacity (Did event reach capacity? If so, at what time?)

Sign-In Table:

I.D. Checkers:

Bartenders:

DJ Report:

Party Set-Up:

Party Clean-Up:

Public Safety:

Other (Please Specify):

I certify that I have completed the Post Party Report as accurately and fully as possible.

House President

(Print Name)

(Signature)

Social Chair(s)

Head Resident

House Community Advisor(s)

Important Web-Sites

Registration Forms and Guide Books

<http://www.smith.edu/sao/reslife/requestingevents.php>

- Social Events Registration form
- Small Private Events (and Apartment Parties) Registration Form
- Senior Banquet Registration Form
- House Social Events Guide
- House Presidents Manual

Event Service Requests (ESRs)

<http://www.smith.edu/emo/esr.html>

- All events there must be an ESR submitted even if no additional requests are needed

Contracts

<http://www.smith.edu/campuscenter/contracts-requestform.php>

- Any house that is have a performer, a person providing services (masseuse), DJ, A Capella group etc. must complete a contract whether or not the person is getting paid

Building and Dining Services

<http://www.smith.edu/diningservices/staff.php>
<http://www.smith.edu/physplant/staffdirectory.php>

- Catering needs
- Questions about dining room use
- Information about general housekeeping needs

Student Bank

<http://www.smith.edu/campuscenter/stubankinfo.php>

- General information about the student bank and forms