

Policies Governing Social Events Responsibility

It is expected that all social activities support standards of good taste. Any group sponsoring an event or function will be responsible for any misconduct by its members or guests. Each organization shall do whatever is necessary to check student ID cards for admission to events. Sponsoring organizations will make necessary arrangements through the Dean of Student Services or Designee. College Police must be notified for on-campus activities. Sponsoring organizations are required to make necessary arrangements for physical needs with the Maintenance Department. Signatures of the advisor and Dean of Student Services or Designee are necessary on all job order requests. Any College organization planning a social event must register that event with the Dean of Student Services or Designee on the form available in that office. This must be done before the date of the activity (on or off campus). This form should be filled out completely, including advisor's signature. Approved forms will be kept on file in the Dean of Student Service's Office. All College events, on or off campus, will be approved by the Dean of Student Service's or Designee only after the advisor has approved them.

- **HOURS FOR EVENTS:** Social events will be scheduled at a reasonable time that will not affect or hinder class attendance.
- **ALCOHOLIC BEVERAGES:** The College does not, under any conditions, approve of the use of alcoholic beverages. Public display, possession or the use of alcoholic beverages on campus is prohibited. No alcoholic beverage containers nor signs or other items referring to alcoholic beverages may be displayed on campus.
- **CHAPERONES:** Chaperones will be determined by the type of event. Normally, at least one faculty and/or staff member should be present. Events will normally be approved provided the organization sponsor has given prior approval on the standard form. The responsibility of the social event will rest entirely with the organization and its advisor/sponsor.