

SOCIAL EVENT REGISTRATION

SECURITY SERVICES RESPONSE PROCEDURES

As a sponsor of an event, the Office of Residential Life understands that your goal is to provide an enjoyable social event for your guests. We also want your guests to enjoy themselves and believe that to ensure success of your event the responsibilities of sponsor should be taken seriously. We remind you of your obligation to the health and safety of your guests, as well as the rights of other nearby residents. Your desire to have fun should not interfere with the rights of others to engage in other activities such as sleep or study nor violate College policy. We ask that you fulfill your obligations as a sponsor.

The information below is intended to explain to you Security Services' responses should you fail to meet the obligations of successful sponsorship.

1. Security Services personnel normally respond to events where alcoholic beverages are being served when one or more of the following conditions exist:
 - a. In response to a complaint from a student, faculty or staff member, or visitor, or other citizen regarding the level of noise, underage consumption or any other violation of State Statute, City Ordinance or College policy;
 - b. When responding to incidents requiring emergency action (e.g., criminal, medical, building services);
 - c. When, in the Officer's opinion, it is obvious that an unregistered event is in progress; and
 - d. When, in the Officer's opinion, the noise at an event is at a level that will likely elicit complaints from other residents or citizens.
2. When responding to any private or public event where alcohol is being served, Security Services personnel will check to ensure that the party is registered, that there is an adequate carding system in place, and that only approved amounts/types of alcohol are present.
3. If Security Services personnel discover or are asked to respond to unregistered events, the party will be terminated.
4. If Security Services personnel become aware of or respond to complaints of a registered event where underage consumption is taking place, appropriate action will be taken to end the underage drinking. This action may include the following:
 - a. Issue a warning to the sponsors of a registered event to end the underage drinking and abide by the provisions printed on the party form; or
 - b. Close down the event.
5. If a decision is made to close down any event, the responding Security officer may use his or her discretion in deciding whether to confiscate alcohol and/or beer keg taps.
6. If the efforts of Security and Residential Life staff do not resolve the problem and there has been a violation of State Statute, the responding Security officer may request the assistance of the Northfield Police Department.