

## How to be a great Host!



### Host Responsibilities

It is assumed that sponsors of events understand and accept the following stated conditions.

Event Sponsors:

1. take personal responsibility to ensure that the event proceeds in a reasonable and safe manner;
2. agree to remain sober for the duration of the event;
3. assume responsibility for their own actions and the actions of their guests;
4. are responsible for making sure that the event area is cleaned and returned to the condition it was in prior to the event; and
5. are liable for any resulting damage and/or clean-up charges if the individual(s) responsible cannot be identified.

Sponsors should consider the following situations, which may arise at an event. Before receiving approval for an event, sponsors should be prepared to discuss these types of situations with the Director of Campus Activities / Hall Director or his/her designee.

- Uninvited guests
- Violation of College policy
- Underage or intoxicated guests wanting to be served
- Inappropriate behavior (damage, fight, vandalism, etc.)
- Overcrowding

### *For more information*

Campus Activities Office  
Sayles-Hill 160  
507.222.4462

<https://apps.carleton.edu/campus/campact/>

Residential Life  
Severance G10  
507.222.4072

<https://apps.carleton.edu/student/housing/>



## Social Event Registration For Students

*An all inclusive  
guide to registering  
and hosting an  
event at Carleton!*

Social Event Registration forms need to be completed and filed in the appropriate office. You must meet with the Director of Campus Activities / Hall Director or his/her designee (depending on the facility you have requested) at least 48 hours prior to the event (signatures must be obtained by noon on Thursday for weekend events).

## 1 - Reserving Space

Before you go to register your event here are some questions you should ponder...

- **What?**

Know what your event will be!

- **When?**

Know when your event is. This includes knowing the preferred term, weekend, date, and/or time.

- **Where?**

Know a few locations that will suit your event needs. If you are planning on having alcohol make sure the location you'd like allows alcohol and make sure to read over the Host Responsibilities.

- **Who?**

Know how many people will be at your event. This may influence what locations will work. Keep in mind some locations require a resident of that area to be a co-host.



Now you are ready to register a space. But where do you go? Space listings are available online:

<https://apps.carleton.edu/campus/services/scheduling/>

Campus Services Scheduling (x7185), Campus Activities (x4462) and Residential Life (x4072) can all point you in the correct direction if you're having difficulties.

## 2 - Reserving Equipment

- Will on the CSA Sound systems, power board and/or extension cords be needed? The CSA sound systems can be reserved through the Campus Activities Office.

- Does the event require equipment such as microphones, overhead projectors, screens, a computer with Internet access, or phone line? The department to contact is PEPS (Laird 14 x7070).



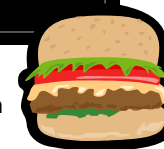
## 3 - Set Up Requirements

Once a space has been confirmed, consider ways the space may need to adapt to fit your event needs.

- Does the event require a special furniture arrangement or furniture that is different from the existing, e.g. folding chairs, tables, dinner rounds?
- Will furnishings such as coat racks, lecterns, easels, risers, or a stage platform be needed?

A Facilities Set Up Request Form will need to be completed if the event requires any of the above requests. Forms are available online or by contacting the Campus Services Scheduler (x7185). **Facilities forms need be completed and turned in at least 10 days prior to the event.**

## 4 - Catering



Contact Bon Appétit for information regarding catering on campus.

507-222-5430 or [rmiller@carleton.edu](mailto:rmiller@carleton.edu)

## Regulations for Events where Alcohol is present

1. Only persons 21 years-of-age and older may be served alcoholic beverages.
2. Non-Alcoholic beverages and food must be available in a reasonable quantity for the entire duration of the event.
3. Responsible use: Hosts are to remain sober throughout the event. Hosts will not serve intoxicated persons and, if appropriate, should remove them from the event. A carding system is suggested to exclude uninvited persons and identity underage guests. High-risk alcohol activities, such as drinking games, drinking theme parties, or progressives, are inconsistent with the College's commitment to responsible alcohol use and are prohibited.
4. Advertising must not include any references to alcoholic beverages.
5. Open containers are to be kept within the space reserved for the event.
6. Common containers are not permitted.

Failure to register an event, violation of any of these regulations, and/or exceeding the type and quantity of alcoholic beverages registered, will result in the immediate shut-down of the event, and disciplinary / administrative action.