HOST TRAINING

SOCIAL EVENT POLICY
WESLEYAN UNIVERSITY
STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT
When hosting a social event, you are responsible for maintaining a safe and responsible event. The state of Connecticut, Middletown, and Wesleyan all have standards and policies you must follow. This training is intended to help you understand your responsibilities in hosting a social event.
HOST TRAINING AGENDA

Host Training will cover the following:

- Connecticut/Middletown Law regarding Alcohol
- Wesleyan’s Social Event Policy
- Social Event Registration Process
- Hosting & Staffing Your Event
- Role of Public Safety/Middletown Police Department
- Bystander Intervention
- Additional Resources
- Host Training Test
CONNECTICUT/ MIDDLETOWN LAW, LIABILITY, & WESLEYAN’S CODE OF NON-ACADEMIC CONDUCT
Connecticut State Law:

Under CT’s Dram Shop Law, the host of a party must make “reasonable efforts” in each of these three areas to avoid liability:

- Prevent your guests from becoming intoxicated;
- Intervene if a guest does become intoxicated;
- Prevent minors from obtaining alcohol.
This means:

Do not over serve people

Do not allow guests to bring containers (opened or sealed) into your social event venue or house

- We do not expect you to inspect the contents of the containers. By not allowing containers into your venue or house, you will protect yourself from people bringing alcohol into your party.

Call Public Safety if a person is showing signs of physical distress. They have been trained to respond to emergency situations.

Do not serve alcohol to people under the age of 21.
MIDDLETOWN ORDINANCE

In addition, be aware of your individual liability:

Middletown Police will address issues of underage drinking and open containers on Wesleyan property. Students may be arrested and/or issued tickets on public streets/sidewalks in front of wood frames and around university property.
WESLEYAN’S CODE OF NON-ACADEMIC CONDUCT
(REGARDING ALCOHOL & OTHER DRUGS)

The University prohibits the underage and unlawful possession, use, or distribution of illicit drugs and alcohol by students or by employees on university property or while participating in any university-sponsored activity.

The University will impose disciplinary sanctions on students and employees who violate the standards. Disciplinary sanctions that may be imposed on students include warning, disciplinary probation, community service hours, suspension, and dismissal.

The University may also require a student who violates these standards to participate in a program of rehabilitation. Whenever the University determines that a student has violated one of the standards, it will consider as a possible sanction referral of the matter to law enforcement officials for prosecution.
Pending judicial charges or incomplete sanctions may prevent an individual/organization/house from registering a social event.
COMMUNITY STANDARDS

This policy is complimentary to the common set of Community Standards developed by The Wesleyan Student Assembly (WSA) and Association of Wesleyan Area Residents (AWARE).

That document can be found at: http://www.wesleyan.edu/reslife/policies/standards.html

All students should be mindful of their neighbors’ schedules and of Middletown’s ordinances with regard to noise.

Noise should be kept within reasonable levels at all times, and special care should be taken to contain noise indoors during evening and night hours.

Students who disturb neighbors with excessive noise may be charged before the appropriate judicial board under the provisions of the Code of Non-Academic Conduct and/or may be administratively relocated.
WESLEYAN’S SOCIAL EVENT POLICY
Social events/parties/concerts occurring in University buildings, on University grounds, or in recognized student housing, must be registered with the Office of Student Activities and Leadership Development if the following apply to the event:

THERE WILL BE 50 OR MORE PEOPLE in attendance for a residential or nonresidential space, or there is no provision for limiting attendance to fewer than 50 people (for a residential or nonresidential space), and any of the following apply:

No formal program or agenda is planned.
Admission will be charged.
The event will be open to any persons who are not Wesleyan students.

Specifically excluded from this policy are concerts with fixed seating, lectures, art show openings, meals (unless it is an outdoor barbecue), closed organizational meetings, and events designed specifically for educational rather than social purposes.
ALL WOOD FRAME PARTIES SHOULD BE REGISTERED. Registering a wood frame house event enables there to be up to 50 people between the inside and outside of the house, as long as the posted capacity within the house is not exceeded. Since gatherings outside the house may attract more attendees than permitted, plans should be made as to how to prevent this from happening.

Registering an event means Community Advisors will stop by and share tips for how to best manage the party, and an opportunity will be given to make corrections if there are any concerns. If the event is not registered, policy violations will require that it be shut down immediately. All students seeking to host social gatherings must first complete host training. Two important policies to note: have someone at the entrance to prevent unwanted guests from entering and have someone monitoring the distribution of alcohol to be sure minors are not served.

The number of registered parties in any given block/area will be limited at the discretion of Residential Life.

Students hosting a party should always consult with their neighbors when planning the event. Hosts must take an active role in ensuring that the event does not disturb neighbors. Questions should be directed to Residential Life.
GENERAL SOCIAL EVENT GUIDELINES

THIS POLICY IS IN EFFECT THROUGHOUT THE YEAR, REGARDLESS OF WHETHER OR NOT CLASSES ARE IN SESSION.

• A currently enrolled Wesleyan student or recognized student organization must sponsor the event.

• Alcohol is allowed under established guidelines.

• Hosts are required to clean up any trash left on University property, inside a residential space, or outside. Failure to do so may result in a judicial referral or fines.

• Wesleyan Public Safety has the discretion to shut down social events when they are deemed to be a nuisance and/or after receiving two complaints about noise or disruptive behavior.

• Events requiring uniformed security officers will be limited and will not be allowed on weekends when there are home football games or other large University events.
GENERAL SOCIAL EVENT GUIDELINES (CONTINUED)

QUIET HOURS:

One of the goals of Residential Life is to provide an atmosphere that is conducive to study and rest. In order to meet this goal, all residents must understand that the right of residents to study and sleep takes precedence over the right to make noise that disturbs others.

When Quiet Hours are in effect, all noise should be kept at a minimal level and not be heard outside the room or unit. All students are expected to respect the rights of others.
GENERAL SOCIAL EVENT GUIDELINES (CONTINUED)

Quiet Hours Continued:

PER THE RESIDENTIAL LIFE COMMUNITY STANDARDS, QUIET HOURS ARE UNIFORM THROUGHOUT CAMPUS RESIDENTIAL SPACES:

Sunday–Thursday, quiet hours are 11 p.m.–8 a.m. Barring security or nuisance issues, events in residential spaces must conclude by 11 p.m. Events occurring in nonresidential spaces must conclude by 1:30 a.m.

Friday–Saturday, quiet hours are 2 a.m.–10 a.m. Barring security or nuisance issues, all events in both residential and nonresidential spaces must conclude by 2 a.m. However, in consideration of Middletown residents who live in the area, all noise and guests must be contained to inside the residential facility by 1:00 a.m. on weekends.
GENERAL SOCIAL EVENT GUIDELINES (CONTINUED)

Quiet Hours continued:

At all other times, students are expected to observe Courtesy Hours and be mindful to ensure that noise levels do not interfere with or negatively impact other students or the community. Courtesy Hours are 24 hours a day, 7 days a week. If another person asks you to control the noise level in and around your residence, you are expected to comply with the request.

During reading and final exam periods, Quiet Hours are in effect 24 hours. Beginning at 12 a.m. (midnight) on the last day of classes through the last day of finals, 24-hour Quiet Hours are in effect in all residence halls and program houses. Social events are prohibited in all student residences during this timeframe.
GENERAL SOCIAL EVENT GUIDELINES (CONTINUED)

ORIENTATION: Due to the numerous events provided to encourage a shared experience during New Student Orientation, social events may not take place prior to the start of classes.

HOST TRAINING: Event hosts must pass an online host-training course through Moodle or a Social Event Registration seminar with the SALD office prior to an event being confirmed. The Social Host Training can be accessed through your WesPortal in Moodle. All questions may be directed to stuact@wesleyan.edu.
A state liquor permit is required anytime a recognized student group is selling or distributing (serving) alcohol.

Event host(s) must be at least 21 years old.

In compliance with Connecticut State Law, alcohol may only be served to event attendees who are of legal drinking age and present a valid ID.

Organizers should plan to have an appropriate amount of alcohol based upon the number of attendees of legal drinking age. As a guideline, responsible consumption is one standard drink per hour; a standard drink is 12 fl. oz. of regular beer, 5 fl. oz. of table wine, or 1.5 fl. oz. of hard liquor.

Whenever alcohol is to be served, the hosts must provide ample snacks and non-alcoholic beverages. Designated event hosts, door monitors, bartenders, and event staff cannot consume alcohol during the event.

Remember: You Can Be Held Responsible For Violations of State Law
GENERAL AMPLIFIED SOUND GUIDELINES

- No amplified sound is allowed on campus until after 5 p.m. Monday through Friday or prior to 11 a.m. on Saturday and Sunday.

- Any amplified sound that is approved Sunday through Thursday in the center of campus may go until 10 p.m.; on the periphery of campus, may go until 9 p.m. barring any noise complaints.

- Any amplified sound that is approved Friday and Saturday anywhere on campus may not go later than 11 p.m. in the center of campus and 10 p.m. on the periphery of campus barring any noise complaints.
ADVERTISING GUIDELINES

Any form of off-campus advertising is prohibited without the approval of the Office of Student Activities and Leadership Development. This includes radio, Internet, television, and newspaper advertisements.

- All advertising should clearly indicate the name of the host organization, date of the event, starting and ending times, location, name of the event, maximum capacity of the event location (if applicable), and entrance fee/ID requirements.
- Alcohol may not, in any context, be the central focus of any event and should not be advertised as such.

Pay attention to how you advertise!

Your party of 20 can turn into a party of 200 very quickly.
SOCIAL EVENT REGISTRATION PROCESS
REGISTERING YOUR SOCIAL EVENT

Social event registration is due by 1 p.m. the Monday prior to events occurring that Thursday to the following Wednesday for any event with special needs (including furniture, staging, catering, electrical setup, A/V equipment, or event staff or an event with alcohol).

Events with no special needs must be registered by Wednesday at 1 p.m. for events occurring that Thursday to the following Wednesday.

Wood-frame registration is due via EMS Friday by 1:00 p.m. the Friday prior to events occurring that Friday through the following Thursday.
REGISTERING YOUR SOCIAL EVENT (CONTINUED)

- Events that will involve any external artist or vendor being paid (e.g., a band or inflatable) will require submission of a contract request form or artist/vendor contract and must follow the WSA contract request guidelines.

- Social events are specifically for Wesleyan students and their guests.

- Social event/party hosts are responsible for registering events. If the event is registered as an alcohol-free event, hosts will be responsible for ensuring that no alcohol is present at the event. If alcohol is to be part of the event, hosts will be responsible for ensuring that any alcohol at the event is legally procured, dispensed, and consumed.
REGISTERING YOUR SOCIAL EVENT (CONTINUED)

- All attendees must have a valid Wesleyan picture ID or must be the guest of a Wesleyan student and have a valid state or college ID (up to three guests per Wesleyan student).

- The IDs of all non-Wesleyan attendees will be held at the door, rubber-banded with the ID of the Wesleyan student of whom they are a guest.

- Upon review of the event registration, the Office of Student Activities and Leadership Development (SALD), or designee, may require additional security at the event.

- All questions should be directed to Student Activities and Leadership Development at stuact@wesleyan.edu.
SOCIAL EVENT REGISTRATION

Social Event Registration is filled out when reserving your space via the online Room Request (EMS) in your WesPortal.

You should select the Social Event Template and fill out all required prompts.
HOSTING & STAFFING YOUR EVENT
HOSTING & STAFFING YOUR EVENT

• As Host you are assuming responsibility, thus liability – even at a non-alcoholic party.

• As Host you agree to be present and available to address any issues for the duration of your event.

• You need to delegate members of your group to staff doors, check IDs, and track capacity. Consider shifts throughout your event.

• Door managers should be prepared to call Public Safety in the case of any type of emergency.

• Designate a host or a floater to check in with people working the party.

• Do not let anyone bring alcohol into the venue. Ask them to throw it away, leave it outside, or not come into the venue. Keep a garbage can at the point of entry for people to dispose of their containers.
SAFETY

• Make sure you know who is in your party.

• Many thefts and assaults occur at social events each year. Knowing who is at your event and ensuring that they are Wesleyan students and invited guests only helps to prevent these from occurring.

• If your event is in a Residential space ask all residents lock their doors and windows.

• Know the venue: Organizers need to know the vulnerable points of entry and what areas need to be watched and/or staffed.
EVENT STAFF

You may request Event Staff on your Social Event Registration. Requesting Event Staff does not guarantee any will be assigned to your event.

There is no fee to have Event Staff work your event. Event Staff are students paid by the Office of Student Activities to assist with working social events sponsored by students & student organizations.

Event Staff members are available to help staff the event. They can:

- Check IDs at the door
- Redirect others to proper entrances/exits
- Secure areas not used for main entrances/exits
- Call Public Safety if needed
- Ask people to dispose of containers

They do not:

- Accept/ take money for entry fee
- “Host” the party
- Replenish snacks/ drinks
- Not responsible for securing volunteers to work your event
STUDENT RESPONSIBILITY & LIABILITY

Frequently, a small private event is planned and then many more guests show up through word of mouth. If Public Safety arrives and the event is not registered and over capacity guidelines, the event will be shut down. Planning for a small event, but ending up with a large one is not an adequate excuse and the residents of the location will be held accountable.

If this should occur, students should:

• Not wait for Public Safety to show up, but call and let Public Safety know that the situation occurred and request their assistance to clear the party.
• Not hesitate to call Public Safety when problems occur because students can do everything right when planning and managing a party, but things can still go wrong.
When Public Safety arrives, please do the following:

Have someone at the door meet Public Safety officers.

They will look for:

- IDs being checked at the door
- IDs being held for non-Wesleyan guests
- Confirming capacity is not being exceeded

If the event is registered as one where alcohol is being served, they will:

- Check that alcohol is not being left unattended
- Check that hands are being stamped/wrist banded or marked in some way for over/under age of 21
- Will make note if food is present
LOUD NOISE/
LOUD MUSIC

Students/living areas who receive two loud noise complaints will be referred to the CSB.

If a loud noise complaint is called in:

• Public Safety will determine if the noise/music is loud;
• Will ask to speak to the organizers/event host(s);
• Will give people one warning and with a second complaint, will shut down the party.
INTOXICATED PEOPLE

Students frequently “front load” – drinking heavily before they go out. Even if you’re not serving alcohol at your party, you need to be aware of this.

• If someone at your party is intoxicated or becomes intoxicated you always want to err on the side of safety – call Public Safety (PS). The PS policy for a medical emergency involving alcohol or drugs is that they treat the situation as a life safety issue, with PS’s concern being the physical and mental well-being of the person.

• Once that is done, PS will follow up, and if a violation of the Code of Non-Academic Conduct has been determined, the person is NOT referred to the CSB but to the Dean of Students Office for the appropriate follow-up as long as the student cooperates and agrees to be evaluated and treated at the Health Center or ER.

• If the student refuses to cooperate with getting the evaluation and being treated, then the situation will be treated as a judicial matter and referred to the Dean of Students.
Over the last several years, the MPD has started paying much closer attention to alcohol and other drug use at Wesleyan.

MPD has:

- Arrested minors being in possession of alcohol
- Arrested students for using fake IDs to procure alcohol off campus
- Asked students for an ID when they were in possession of alcohol on campus
- Arrested students for open container law violations in Middletown and on campus
COOPERATION WITH PUBLIC SAFETY & MPD

Students have a responsibility to cooperate with Public Safety Officers. Doing so quickly and respectfully will prevent escalation of any situation.

Situations that would be easy to resolve become much more complicated and serious when students give false information and refuse to cooperate.

Students also have a responsibility to cooperate with MPD. If you don’t agree, it doesn’t give you the right to ignore their request/instructions. You can follow up with a MPD Supervisor at a later time or file a civilian complaint.
Bystander Intervention
MOVING FROM INACTION TO ACTION

First, we must notice that a harmful or potentially harmful event is occurring or about to occur.

We then need to interpret the event as a problem worthy of intervention and feel a responsibility to act.

Most, importantly, we need the skills to intervene effectively and safely.
SOLUTIONS TO Bystander Barriers

**Direct:** direct interaction with either involved party
ex: “Hey what are you doing?” “Are you ok?”

**Distract:** focuses on diversion, think of a way to distract the people involved in the situation

**Delegate:** ask someone else to help in the situation (AC, another RA, support person on campus) someone else may be better suited or you may need support
INTERVENTION STRATEGIES

Having a strategy or two on hand for intervening makes speaking up easier. Here are some strategies you can use.

"I" STATEMENTS:
Three parts:
1) state your feelings
2) name the behavior
3) state how you want the person to respond. Focuses on your feelings rather than criticizing the other person.

HUMOR:
Reduces the tension of an intervention and makes it easier for the person to hear you. Do not undermine what you say with too much humor. Funny doesn’t mean unimportant.

"BRING IT HOME":
Prevents someone from distancing himself from the impact of his actions. EXAMPLE: "I hope no one ever talks about you like that." Prevents him from dehumanizing his targets as well. EXAMPLE: "What if someone said your girlfriend deserved to be raped, or called your mother a whore?"

"WE’RE FRIENDS, RIGHT...":
Reframes the intervention as caring and non-critical. EXAMPLE: "Hey, Roger. As your friend, I’ve gotta tell you that the centerfolds hanging in your locker are killing your rep with the ladies. Do yourself a favor and take them down."
### STAGES OF INTERVENTION

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Express concern and caring</td>
<td>Show interested in the person and how they are doing, either in general or in relation to your area of concern. This establishes a helpful tone. Pick an appropriate time and place to create optimal conditions for the discussion.</td>
</tr>
<tr>
<td>2. Share the basis of your concern with specifics</td>
<td>Let the person know what you have noticed and describe it in detail. For example, rather than saying, &quot;I think you have a drinking problem,&quot; you could say, &quot;I've noticed that you've been out partying a few nights this week and slept through your morning class.&quot;</td>
</tr>
<tr>
<td>3. Share how it makes you and others feel</td>
<td>State your concern in the form of an &quot;I&quot; statement. For example, &quot;I know that it is important to you to do well in classes this semester, and I was concerned that you might be getting behind in your work.&quot; It is very important to tell the person how their actions/behaviors make you feel.</td>
</tr>
<tr>
<td>4. Ask the other person if they understand your point of view</td>
<td>This is a chance to listen and hear how the person is responding to your feedback.</td>
</tr>
<tr>
<td>5. Brainstorm what can be done</td>
<td>Consider alternatives to the behavior and go over them together, including possible consequences for the behavior. Make sure to solicit ideas from the person you are confronting.</td>
</tr>
<tr>
<td>6. Offer support of change</td>
<td>Let the person know that you are willing to help, and give examples of how you might do this. Suggest or impose consequences if necessary.</td>
</tr>
<tr>
<td>7. Have a plan for follow-up</td>
<td>Let the person know that you plan to follow up with them and that you should both plan to discuss and evaluate if the behavior has changed.</td>
</tr>
</tbody>
</table>
ADDITIONAL RESOURCES
The Student Program Fund (SPF), sponsored by Student Activities and Leadership Development, exists to assist students and student organizations in funding cultural, educational, and social events.

- This fund will help offset programmatic costs (food, facility reservation, set-up fees, speaker fees, outside vendor fees, etc.) incurred by WSA student organizations.
- More information can be obtained at www.wesleyan.edu/sald
SOCIAL EVENT MANAGEMENT ITEMS

The Office of Student Activities and Leadership Development has the following items that can be checked out to help you host your social event:

- Cash box
- People counters
- Hand stamps
- Wristbands

Requests can be made on the social event registration or by contacting SALD at stuact@Wesleyan.edu
QUESTIONS?

If you have additional questions, you can contact the following offices for assistance:

Office of Student Activities and Leadership Development (located in the Usdan University Center) x5666

Public Safety x2345

Dean of Students Office x2775
HOST TRAINING TEST

To complete your Host Training class, you must take the Host Training test in the Test section on Moodle.

A score of 17 out of 20 is required to officially be host trained.

Note: Host training must be completed each academic year.