

Host Training

SOCIAL EVENT POLICY

WESLEYAN UNIVERSITY

STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT

Host Training

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 Law & Liability

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.

Wesleyan's Code of Non-Academic Conduct

Pending judicial charges or incomplete sanctions may prevent an individual/organization/house from registering an 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 Event Policy

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

This policy covers student-sponsored events. All student led/student sponsored events (with the exception of wood frames, see wood frame policy for more information) must be registered with the Office of Student Activities and Leadership Development. All requests, with the exception of Wood frame parties (see Wood frame party policy), must be through a WSA recognized Student Organization or Greek Organization /Society.

Specifically excluded from this policy are meetings and rehearsals, organized by student groups and limited to Wesleyan students. Students may make reservations for meetings and rehearsals in Room Request (EMS) at least three business days in advance.

To determine if an event is high or low risk, any combination of the following factors may be used:

High Risk:

- An estimated 150 people in attendance for a residential or non-residential space.
- The event will be open to any persons who are not Wesleyan students.
- The event is co-sponsored / co-hosted with an off campus organization.
- An artist(s) / speaker with a large following and/or is considered controversial is performing.
- Attendees may arrive to the event under the influence of alcohol and/or other drugs.
- There is an expectation for attendees to be lively participants of the event, no formal agenda or program planned.

Low Risk:

- Less than 150 people estimated for attendance in a residential or non-residential space.
- The venue has fixed seating.
- Closed organizational meetings, events are limited to only Wesleyan students.
- The intention of the event is for educational, rather than social, purposes.

Events Levels:

All events fall under one of the three statuses outlined below.

Level 1:

Level 1 events are defined as small-scale, low risk, campus events where less than 150 Wesleyan students will be present and no outside guests are permitted. The student group hosting the event must submit and register the event through Room Request (EMS) no less than 14 business days in advance. Examples of small-scale events are lectures, movies, or coffee houses.

Level 2:

Level 2 events are defined as medium-scale, higher risk, campus events at which 150 people or less will be in attendance. These events may or may not have guests and security may be required. Examples of level 2 events are after parties or a dance showcase/performance. The student group hosting the event must submit and register the event through Room Request (EMS) no less than 14 business days in advance.

Level 3:

Level 3 events are defined as large-scale, very high risk, campus wide events where 150 or more attendees are expected to be in attendance. Depending on the event, guests may, or may not, be permitted. These events typically require security presence. Examples of level 3 events are parties in collaboration with an outside organization or a concert with an artist who has a large following. The student group hosting the event, must register and submit the event through Room Request (EMS) and meet with a professional staff member in SALD to discuss logistics no less than 30 days prior to the event date. Certain events will require the use of wristbands, which the SALD office can supply. If the event is open to other colleges, SALD will need to approve **prior** to advertising the event on other campuses.

Events happen in the following spaces:

- Program Houses/Residential spaces, including WestCo Courtyard and the Butterfields Courtyard (this does not include Wood frames or lounges), with approval from the HM and/or AC.
- Classrooms (ex. Fisk, PAC, Exley)
- Usdan (includes Huss Courtyard and Lawn)
- Fayerweather (Beckham Hall and practice rooms)
- Russell House
- Allbritton
- Foss Hill
- Memorial Chapel
- Zelnick Pavilion
- CFA (Please note, the CFA has a separate request and approval process. For more information, please contact the CFA)

General Guidelines:

Student events must be sponsored by a WSA recognized Student Organization. Event hosts must complete host training prior to the event. Wesleyan Public Safety has the discretion to return any event to its permitted capacity or end events when they are when they are out of compliance, unsafe, or after receiving two complaints about noise or disruptive behavior. The group is responsible for cleaning up after the event. Failure to adhere to the guidelines in the policy may result in judicial referrals or fines.

Guest Policy

In addition to the Guest Policy posted in the Student Handbook, guests must arrive to events with their Wesleyan host and carry with them picture identification. Event hosts will collect the guest's ID along with the Wesleyan host's Wes ID and will hold these while they are attending the event.

Quiet Hours:

It is expected that all students respect the rights of others. Quiet hours are as follows:

Sunday-Thursday quiet hours are 11pm-8am. In residential spaces, events must conclude by 11pm. In non-residential spaces, events must conclude by 1:30am. Friday-Saturday quiet hours are 2am-10am. Therefore, all events must conclude by 2am. However, in consideration of Middletown residents who live in the area, all noise and guests must be contained to inside the residential facility by 1am.

Students are expected to observe courtesy hours at all times and be mindful to ensure that the noise levels do not interfere with, or negatively impact, other students / the community. Courtesy hours are 24-hours a day, 7-days a week. If another person asks you to control the noise level, you are required to comply with the request.

During reading and final exam periods, quiet hours are in effect 24-hours a day. The 24 hour quiet hour period begins on the last day of classes at 11:59pm until the last day of finals. Spring Fling is the final event of the year. Events will not be approved after Spring Fling.

Sound Guidelines for Outdoor Events:

Amplified sound before 5pm is not allowed Monday-Friday, or prior to 11am on Saturday & Sunday.

Any amplified sound that is approved Sunday-Thursday in the center of campus may be approved until 10pm, on the periphery of campus it may be approved until 9pm barring any noise complaints which could result in an earlier end time.

Any amplified sound that is approved Friday and Saturday anywhere on campus may not continue later than 11pm in the center of campus and 10pm on the periphery of campus barring any noise complaints.

Orientation:

Due to the numerous events provided to encourage a shared experience during New Student Orientation, events may not take place prior to the start of class. Level 1 events can take place after classes begin. Student events will not be approved until the following Monday after the first day of classes begin.

Host Training:

All events require that the event organizer is host trained. The host training course must be completed EACH YEAR. The course can be accessed through your WesPortal in Moodle under “other Moodle Enrollments”. All questions about host training may be directed to stuact@wesleyan.edu.

Registering an event:

All events must be registered through Room Request (EMS). Please refer to the event levels for deadlines for submission. Events that involve any external artist or a paid vendor (ex. band or inflatable) must follow the specific WSA contract guidelines.

When events are registered as alcohol-free, hosts will be responsible for ensuring that no alcohol is present. If alcohol is to be part of the event, the event host will be responsible for ensuring that any alcohol at the event is legally procured, dispensed, and consumed.

Having alcohol at student organization sponsored events is up to the discretion of the University. If an event with alcohol is approved, students must follow the alcohol guidelines below:

- 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 government or state ID. Organizers should have a well-designed plan to manage control of the alcohol.
- 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 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.
- Events with alcohol will be considered level 3 events. The student group hosting the event, must register and submit the event through Room Request (EMS) and meet with a professional staff member in SALD to discuss logistics no less than 30 days prior to the event date.

Advertising:

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, public social media pages, and newspaper advertisements. All advertising should clearly indicate the name of the host organization(s), date of the event, starting and ending times, location, name of the event, maximum capacity of the event location, 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.

Event Registration Process

Events must be registered through EMS within the timeframes below:

- Level 1 Events: No less than 14 business days prior to the event.
- Level 2 Events: No less than 14 business days prior to the event.
- Level 3 Events: No less than 30 business days prior to the event.

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.

All event 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.

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

Please make sure to identify your event level when completing the event registration form.

Hosting & Staffing Your Event

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- 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 hosts of the event will be held liable.

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 event.
- Not hesitate to call Public Safety when problems occur because students can do everything right when planning and managing an event, but things can still go wrong.

Trauma-Informed Hosting

Responding to Disclosures

If someone discloses they have experienced interpersonal violence (sexual assault, dating violence, stalking, or sexual harassment) at your event or otherwise, here are some tools for support:

- Listen actively and non-judgmentally.
- Validate their experience and feelings
- Offer tools of self-care and options for support
- Explore options moving forward
- Empower them to make the choice which feels best for them.

Start by asking how you can best support them, rather than making assumptions about what someone might need. Center survivors' needs in this process.

Keep in Mind...

Taking action on someone else's behalf to remove someone or confront someone at a party without their consent, is disempowering to survivors, and may in some cases be dangerous to their safety.

There are valid reasons (often connected to safety) why survivors stay connected to those whom have done harm to them, or why they might not want someone removed from a space. Ending a relationship/cutting ties with someone who has done harm is the most dangerous time for survivors.

For safety-planning resources and support, connect with the SACE Director.

For 24/7 On-Call resources, contact the Women & Families Center or New Horizons Hotlines.

Safety Risks

If you or someone else is concerned about their safety in relation to another person at an event, **please don't hesitate to contact Public Safety.**

As a Host, it is your responsibility to know resources to offer folks.

Honoring privacy is important, and we also have to recognize our own limitations in providing support to keep folks safe. *Asking for help is not about betraying trust. It is about engaging appropriate resources to keep everyone safe.*

Resources for Reporting & Support

If you or someone you know has experienced a traumatic or uncomfortable intimate experience, here are some options for reporting and support. These resources are for you to get support in processing supporting the survivors in your life as well.

CONFIDENTIAL On-Campus

- CAPS
- Health Center Clinicians
- SACE Director
- Office of Religious & Spiritual Life Chaplains

Off-Campus

- Women & Families Center: (English; 1-888-999-5545 or Español; 1-888-568-8332)
- New Horizons: (English; 1-860-347-3044 or Español; 1-844-831-9200)

NON-CONFIDENTIAL On-Campus

- Deputy Title IX Officer, Debbie Colucci
- Public Safety
- ResLife Staff (Professional and Student-Staff)
- Student Affairs Staff (SALD, WesWell, Class Deans, etc.)
- Anonymous Reporting Option through Wesleyan
- ***All Wesleyan faculty/staff (student-staff as well) not otherwise listed***

Off-Campus

- Middletown Police Department

General Policy Information regarding Sexual Misconduct

As noted in the Policy Prohibiting Discriminatory Harassment and Sexual Misconduct, Wesleyan strives to be a community built upon mutual trust and respect for its constituent members: students, faculty, staff and those visiting or under temporary contract.

Wesleyan University will not tolerate discriminatory harassment and/or sexual misconduct (whether it comes in the form of intimate partner violence, non-consensual sexual activity and sexual assault, sexual exploitation, stalking or sexual harassment) against students, faculty, staff, trustees, volunteers, and/or employees of any university contractors/agents.

To familiarize yourself with the policy / language, please refer to the [Student Handbook](#) (p. 22 - 26)

Wesleyan Public Safety & Middletown Police Department

Public Safety Event Checks

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 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 event 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.

Middletown Police Department (MPD)

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.

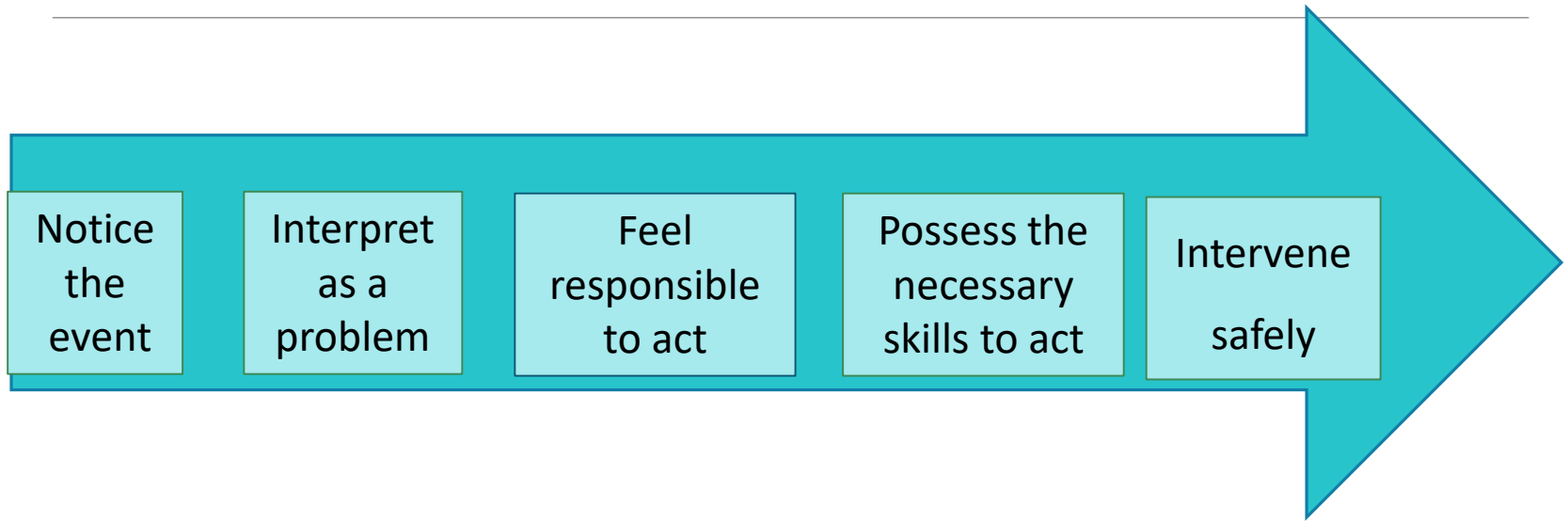
Situations that would be easy to resolve become much more complicated and serious when students give false information and refuse to cooperate.

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.

Wood Frame Policy

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

1. Express concern and caring	Show interest 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.
2. Share the basis of your concern with specifics	Let the person know what you have noticed and describe it in detail. For example, rather than saying, "I think you have a drinking problem," you could say, "I've noticed that you've been out partying a few nights this week and slept through your morning class. "
3. Share how it makes you and others feel	State your concern in the form of an "I" statement. For example, "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." It is very important to tell the person how their actions/behaviors make you feel.
4. Ask the other person if they understand your point of view	This is a chance to listen and hear how the person is responding to your feedback.
5. Brainstorm what can be done	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.
6. Offer support of change	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.
7. Have a plan for follow-up	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.

Additional Resources

Funding 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.