

KENYON COLLEGE



OFFICE OF STUDENT ENGAGEMENT

**Social Events with Alcohol
Online Training Resource Packet
2018-2019**

Thank you for your interest in hosting a social event with alcohol on campus. As you know, students interested in serving on the social event team (host, server, door worker, floater) assume responsibility for all of the guests at their event when registering an event with alcohol. With that in mind, it is essential that you are equipped with the knowledge and resources to successfully fulfill these roles.

This resource packet includes the following information:

- Social Events with Alcohol policy (pg. 2)
- Social Event Team Roles & Responsibilities (pg. 4)
- Alcohol Use/Misuse & Intoxication (pg. 6)
- Role of Campus Safety (pg. 9)
- Sample Registered Social Event Report (pg. 10)
- Additional resources available (pg.12)

Once you read the resource packet, you must successfully complete this online quiz <https://goo.gl/forms/qbOK9jhAm3pnjqOi1> by achieving a score of 90% (22/24) or higher. Immediately after submitting, you can view your score. You may take the quiz as many times as necessary until you earn a passing score. You are welcome to use your resource packet.

I'd like to thank Campus Safety, the Cox Health & Counseling Center, and the Office of Student Rights & Responsibilities for their contributions in the creation of this resource packet and online quiz.



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SOCIAL EVENTS WITH ALCOHOL POLICY

The Social Events Policy section is an excerpt from the [Kenyon College Student Handbook](#).

Y. Social Events

Social Events are defined as gatherings with alcohol hosted in public spaces. Social Events of this type, in public spaces, must be registered with the Office of Student Engagement. It is the goal of Kenyon to provide an environment in which safe social events may be hosted by individuals and campus organizations. It is expected that those who agree to host social events also agree to ensure the safety of those in attendance.

Social events may occur between 4 p.m.-2 a.m. on Fridays and 1 p.m.-2 a.m. on Saturdays. Outdoor social events must end no later than 10 p.m. Social events may not exceed four hours. Noise from events will be kept to a minimum in consideration of others in surrounding areas. No music will be played outdoors after 10 p.m. without prior approval from the Office of Student Engagement. Social events may only occur during the regular academic year. Permission for social events during other periods of time need to be approved by the Office of Student Engagement.

Responsibilities of Social Event Hosts

Social event hosts shall monitor and comply with established safety expectations and rely on Campus Safety Officers for guidance and support when a safety risk exists. Campus Safety Officers are permitted unrestricted access to any social event. It is the goal of the College to support a campus culture in which responsible use of alcohol is promoted and that students are being mindful of potential safety risks.

Social events with alcohol sponsored by any student(s) or student organization located in public College space must be registered through the social events registration form, found through the Office of Student Engagement website. Social event registration forms must be submitted no later than noon on the Tuesday immediately preceding the event. Registered events should be held only on public College property and other pre-approved designated spaces affiliated with the College. Exceptions may be made for student(s) or student organizations planning events at locations not affiliated with the College with approval from the Office of Student Engagement. A minimum of 4 weeks planning time with the Office of Student Engagement is typically required.

Social event hosts accept responsibility for the actions of themselves and their guests. Hosts agree to host their event in compliance with federal, state, and local laws in addition to College policies. Social events with alcohol must be hosted by students who are of legal drinking age (21 or over). Hosts are responsible Kenyon College for being knowledgeable of, and complying with, occupancy limits for their social event space. Hosts and students assisting the hosts in the form of bartenders, door workers, and floaters, must complete social host training prior to submission of the social event registration form. At any one time, the two hosts must be accompanied by four bartenders (21 or over), two floaters per each space used, and two door workers per each entrance/exit of the event space.

Social event hosts are responsible for all damage to the social event space as well as areas around the space.

Guest/Attendee Identification

Attendance at Social Events is limited to guests who are 18 years of age or older. Attendees at social events are required to present a College issued ID card. Non-Kenyon student guests must be accompanied by their Kenyon student host and must present legal proof of age with a state issued ID card. The hands of all attendees will be marked to designate attendees who are 21 or over, and also for attendees who are under the age of 21. Bartenders are responsible for checking the age of the attendees each time a guest is served.

Food and Beverage Expectations

Social event hosts are responsible for providing beverages and food. Non-alcoholic beverages and food must be readily available for the entire duration of the event. All beverages at social events must be in clear cups. Campus safety officers have full discretion to determine whether there is enough food and non-alcoholic beverages for attendees.

A maximum allotment of alcohol is permitted for social events on weekends; a 10 keg equivalency for each permissible weekend day with a maximum five keg equivalency for any single social event (140 servings per keg). BYOB events are not permitted at Kenyon College.* Only beer and wine may be served. Occupancy limits for the space may not be exceeded.

Water/beer pong tables are permitted at indoor social events with 75 or fewer attendees or outdoor social events with 20 or fewer attendees. Clear cups must be used for the table game. Up to two tables can be registered. Participants may not have more than one beer at a time; if beer is used in the cups, then no "side beer" can be consumed. No college property may be used for water/beer pong tables. Presence of water/beer pong tables must be designated ahead of time on the social events registration form as the presence of the tables may modify space occupancy limits.

Social Events Registration Request Process

Social events may either be open invitation to the campus community or closed for a specific population. Social event hosts must complete the social events registration request form, found on the Office of Student Engagement website. After review, the social event hosts will receive notification if the social event registration request has been approved, denied, or requires further information. A list of approved events will be shared weekly with appropriate campus offices in Student Affairs, maintenance, etc.

Summer Sendoff

Summer Sendoff is a campus event managed by the Division of Student Affairs. During Summer Sendoff, students may not register additional social events. Specific plans for Summer Sendoff will be determined annually, in coordination with Social Board members, by the Office of Student Engagement.

**Student organizations have the opportunity to pilot BYOB social events by working with the Office of Student Engagement at least four (4) weeks in advance of the desired event date.*

SOCIAL EVENT TEAM ROLES & RESPONSIBILITIES

All social events must have a group of students that serve as a team to oversee the event. This team will include hosts, door workers, floaters, and servers. The Office of Student Engagement reserves the right to require additional Social Event Team members based on the nature of the event or space. Students serving as hosts, servers, door workers, or floaters must complete online social event training provided by the Office of Student Engagement.

All Social Event Team Members must remain sober prior to and for the duration of their shift. For the purposes of social events with alcohol, sober is defined as not being under the influence of and abstaining from the consumption of alcohol and/or mood altering drugs.

Social Event Host

In addition to the expectations outlined in this policy, the following are the responsibilities of the hosts at registered social events. Please be aware that the hosts registered with the Office of Student Engagement must remain the hosts for the entirety of the event.

General:

- Hosts must be 21+ years of age to serve in this role.

At the outset of the event, hosts must:

- Discuss the party with Campus Safety in order to determine pre-existing damage to the party space and obtain supplies for the event.
- Be present and readily accessible to Campus Safety Officers, other workers, and attendees at all times.
- Familiarize themselves with all applicable policies and laws.
- Have all alcoholic and non-alcoholic beverages and food present for Campus Safety Officers to inventory and/or assess quantity.

During the event, hosts must:

- Ensure that servers, door workers, and floaters understand their responsibilities and check-in with them regularly throughout the duration of the event.
- Comply with occupancy limits for their social event space.
- End the party by 2 am. Parties must not exceed more than 4 hours in length.

At the close of the event, hosts must:

- Ensure that clean up occurs immediately and thoroughly. They may not leave the mess overnight.
- Ensure that all stamps, sharpies, and any other supplies are returned to Campus Safety. Items must be returned in good condition or the organization will be charged a fine.

Servers

In addition to general expectations and responsibilities of host organization members and the Social Event Team, the servers:

- Must be 21+ years of age.
- Are responsible for setting up, maintaining, and serving from a designated area from which all alcohol will be served.
- Are the only individuals permitted to distribute alcoholic beverages.
- Are responsible for checking the age of the attendees each time a guest is served via their hand markings. Servers must ensure that no one under the age of 21 is served alcohol.
- Will refuse to serve people who are visibly intoxicated and/or seems in danger of hurting themselves or someone else. Consulting with the hosts and Campus Safety officers is encouraged.
- Must remain in their role until they are relieved by a replacement server.

Door Workers

In addition to general expectations and responsibilities of host organization members and the Social Event Team, door workers must:

- Check ID's at the door. Attendees at social events are required to present a College issued ID card.
- Check to make sure that everyone attending the event is either a Kenyon student or a guest accompanied by a Kenyon Student. All guest must present legal proof of age with a state issued ID card.
- Mark the hands of all attendees to designate attendees who are 21 or over, and also for attendees who are under the age of 21.
- Keep track of the event space capacity with a counter (provided by the Campus Safety), and enforce the capacity of the event space.
- Be stationed at every entrance point to the event to make sure that event guests only enter through the designated entrance way.
- Ensure that no one brings in or leaves the party with alcohol (with the exception of BYOB events) and must turn away people who are visibly intoxicated.
- Remain in their role until they are relieved by a replacement Door Worker.

Floater

In addition to general expectations and responsibilities of host organization members and the Social Event Team, the floaters must:

- Be aware of all entrances and exits, and prevent access to residence halls and restricted areas.
- Assist in making sure the event remains in the reserved event space.
- Assist the host and/or servers when they want to eject someone from the event.
- Be assigned to a specific room or area at the event. They are responsible for the assigned area and should be aware of the behavior occurring.
- Report any suspicious behavior to the host and Campus Safety immediately.
- Remain in their role until they are relieved by a replacement floater.

ALCOHOL USE/MISUSE & INTOXICATION: GUIDELINES FOR HOSTING A SAFE EVENT

Kenyon College's Student Handbook and Ohio law requires a student to be the age of 21 or older to drink alcohol. Students who choose to drink should understand the importance of drinking in moderation while maintaining a safe and healthy relationship with alcoholic beverages. Campus Safety and the Office of Students Rights & Responsibilities are the best campus resources to help students understand the consequences of underage drinking or being severely intoxicated.

You and/or your organization are hosting a social event because you want your peers to have a good time. Persons attending and hosting social events will most likely find themselves around people who are consuming alcohol. As the event host(s) you need to be prepared to handle situations where people around you are drinking and there is a chance that the good time may get out of hand.

You are responsible for monitoring guests for signs of undue intoxication. You are not required to count drinks, but you should observe the speech, coordination, balance and behavior of event guests. If a problematic situation occurs, ***INTERVENE***. You are in the best position to help your fellow community members. Although the Good Samaritan Policy does not cover organizations, you should not hesitate to contact Campus Safety to utilize the policy for event attendees. Kenyon College's Good Samaritan policy helps to ensure student safety and save lives.

<https://www.kenyon.edu/directories/offices-services/office-of-student-rights-and-responsibilities/student-handbook/good-samaritan-policy/>

Factors that influence the signs of intoxication

The amount of drinks that each person consumes before becoming unduly intoxicated varies and can be influenced by the following factors:

- Gender
- Age
- Overall health
- Metabolism
- Genetics
- Medication
- State of mind
- Rate of drinking
- Strength of the drink
- Food consumption
- Frequency of drinking

Content adapted from:

Content: Biological Factors Influence Alcohol Intoxication.(n.d.) Retrieved from

<https://sites.duke.edu/apec/module-2-the-abcs-of-intoxication/content-biological-factors-influence-alcohol-intoxication/>

The Queensland Government. (2017) Retrieved from <https://www.cdc.gov/alcohol/faqs.htm> Centers for Disease Control and Prevention (2018).Retrieved from <https://www.cdc.gov/alcohol/faqs.htm>

SIGNS OF INTOXICATION

Knowing the signs of intoxication can assist in knowing when to limit an attendee's alcohol intake for the night and/or seek medical assistance for them. An intoxicated individual may not exhibit all of the signs listed below, but displaying some will serve as an indicator that an individual should not be served additional alcoholic beverages.

SPEECH

- Incoherent or muddled speech
- Loss of train of thought
- Rambling or unintelligible conversation
- Slurring words

COORDINATION

- Difficulty counting or paying money and fumbling change
- Difficulty opening or closing doors
- Dropping drinks
- Inability to find mouth with a glass
- Spilling drinks

BALANCE

- Bumping into or knocking over furniture or people
- Falling down or cannot stand
- Difficulty walking straight
- Staggering or stumbling
- Swaying uncontrollable

BEHAVIOR

- Aggressive
- Annoying/pestering others
- Argumentative
- Bad tempered
- Belligerent
- Cognitive Impairment
- Difficulty paying attention
- Disorderly
- Exuberant
- Inappropriate sexual advances
- Loss of inhibition
- Loud/boisterous
- Not understanding normal conversation
- Offensive, including the use of offensive language
- Overly friendly
- Physically violent
- Rude
- Sedation
- Vomiting

Content adapted from:

Content: Signs of Ethanol Intoxication. (n.d.) Retrieved from

<https://sites.duke.edu/apep/module-2-the-abcs-of-intoxication/content-biological-factors-influence-alcohol-intoxication/>

The Queensland Government. (2017) Retrieved from <https://www.cdc.gov/alcohol/faqs.htm>

Centers for Disease Control and Prevention (2018). Retrieved from <https://www.cdc.gov/alcohol/faqs.htm>

INTERVENTION STRATEGIES

When you observe an intoxicated attendee, there are multiple ways to intervene based on the situation and your level of comfortability:

Refusing service to unduly intoxicated guests

Before refusing to supply an individual with an alcoholic drink, or stopping an individual from drinking, a member of the Social Event Team should engage in a conversation with the individual. Talking to the individual helps to identify possible causes for signs of intoxication.

Strategies for intervening or addressing an incident at a social event

- Be polite and avoid value judgements.
- Use “I” statements
- Be Kind – non-confrontational.
- Offer (if appropriate) non-alcoholic beverages instead.
- Advise hosts and other bar staff that the person has been refused service to ensure they are not served by someone else.
- Give reasons for your actions

Don'ts of service refusal or intervening

- Don't call your guest a “drunk” – warn them politely that their behavior is unacceptable.
- Don't be persuaded to give them “one last drink” after you have stated that they have had enough.
- Don't raise your voice but be firm and direct
- Don't put off refusal hoping they will leave after the next drink – act while the guest can still be reasoned with

Assistance to an Intoxicated Attendee

If an attendee is intoxicated, the response must be assertive and respectful. Provide the intoxicated individual food and water. If you identify an unduly intoxicated individual is with a friend, consider engaging with that friend to:

- Advise that their friend is not going to be served any more alcoholic drinks
- Explain why

Content adapted from:

Content: Signs of Ethanol Intoxication.(n.d.) Retrieved from

<https://sites.duke.edu/apep/module-2-the-abcs-of-intoxication/content-biological-factors-influence-alcohol-intoxication/>

The Queensland Government. (2017) Retrieved from <https://www.cdc.gov/alcohol/faqs.htm>

Centers for Disease Control and Prevention (2018). Retrieved from <https://www.cdc.gov/alcohol/faqs.htm>

ROLE OF CAMPUS SAFETY

Campus Safety will help to ensure a safe environment for you and your event attendees. They will administer a pre-event walkthrough and conduct walkthroughs during and at the end the event. If at any time during your social event you need assistance from Campus Safety, please call 740-427-5000.

SAMPLE CHECKLIST OF POTENTIAL VIOLATIONS FOR REGISTERED SOCIAL EVENTS

<i>Violation</i>	<i>Covered With Group? (Y/N)</i>
Student in charge not present (Hosts, Bartenders, Floaters)	
No hand marking, checking ID's, or no student present at door checking I.D's	
Type/Quantity of alcohol not correct	
No Hard Alcohol (Automatic shutdown if found)	
Number of people not correct / over crowded	
Event not closed as scheduled	
Damage to event site (including bathrooms, hallways, exterior areas, furniture, etc.)	
Alcohol not served properly (no extra cans / bottles)	
No drinking alcohol behind bar	
Extra alcohol on top of bar	
Party not orderly/out of control	
Underage consumption	
Host, Bartenders and Floaters need to be sober during event	
No smoking inside of building/need to stay 15 feet from building.	
Food/non-alcoholic beverages not present throughout party	
Event area not cleaned (including bathrooms, hallways, exterior areas, etc.)	
All students/non-students must have student identification (K-Card) or personal identification (State ID or Driver's License) to be allowed into party or event.	

SAMPLE REGISTERED SOCIAL EVENT REPORT

KENYON COLLEGE

Student Affairs
Registered Social Event Report

REGISTRATION INFORMATION (to be completed by Student Engagement staff)

HOST ORGANIZATION	
EVENT DATE/TIME	
LOCATION	
PARTY HOST #1 (Name & phone)	
PARTY HOST #2 (Name & phone)	
APPROVED ALCOHOL (quantity & type)	
BARTENDERS	
DOOR WORKERS	
FLOATERS	

EVENT OPENING (to be completed by Campus Safety staff)

PARTY OPENING (include name of Safety officer(s) & time opened)	
FOOD & NON-ALCOHOLIC BEVERAGE (type & amount)	
ALCOHOL PRESENT (quantity & type, list keg #)	
STAMPS/MARKERS ISSUED (mark page with stamps/markers)	MARK PAGE HERE

SAMPLE REGISTERED SOCIAL EVENT REPORT, CONT.

EVENT OPENING CONTINUED (to be completed by Campus Safety and Party Hosts together)

<p style="text-align: center;">SPACE WALKTHROUGH</p> <p style="text-align: center;">With hosts, walk in and around event space and make note of space condition, or any variables worth noting</p>	
<p style="text-align: center;">OTHER NOTES</p>	

By signing below, I agree to follow all guidelines outlined in the Kenyon College Student Handbook and directives given by Campus Safety Officers. I understand that I am responsible for the condition of the event space and surrounding area.

Host #1 Printed Name	Host #1 Signature	Date	Time
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Host #2 Printed Name	Host #2 Signature	Date	Time
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EVENT CLOSING (to be completed by Campus Safety and Party Hosts together)

<p style="text-align: center;">STAMPS/MARKERS RETURNED? (circle one)</p>	YES	NO
<p style="text-align: center;">SPACE WALKTHROUGH</p> <p style="text-align: center;">With hosts, walk in and around event space and make note of space condition, or any variables worth noting</p>		
<p style="text-align: center;">POTENTIAL VIOLATIONS AND/OR FOLLOW UP</p>		
<p style="text-align: center;">PARTY CLOSING (include name of Safety officer, clean-up approval, where keg(s) are stored, & time closed)</p>		

By signing below, I acknowledge that I was able to review the Registered Social Events Report with Campus Safety at the close of my event. I understand that any questions I may have related to my social event after the fact can be directed to the Office of Student Engagement, Campus Safety, or the Office of Student Rights and Responsibilities. This is an initial report and updates may be made as additional information is received.

Host #1 Printed Name	Host #1 Signature	Date	Time
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Host #2 Printed Name	Host #2 Signature	Date	Time
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RESOURCES

**For immediate, after-hours assistance
during your social event please call Campus Safety:
740-427-5000**

Kenyon resources during regular business hours:

Laura Kane, Ph.D.
Director of Student Engagement & Assistant Dean of Students
kanel@kenyon.edu
740-427-5661

James Jackson Jr., J.D.
Director of Student Rights & Responsibilities/ Title IX Adjudicator
jackson1@kenyon.edu
740-427-5140

Christopher Smith, MPH
Director of the Cox Health & Counseling Center
smith5@kenyon.edu
740-427-5145

Mike Durham, LSW LICDC-CS
Associate Director of the Counseling Center
durhamm@kenyon.edu
740-427-5643

Bob Hooper
Director of Campus Safety
hooperr@kenyon.edu
740-427-5000

Additional External Resources

The Freedom Center
106 East Gambier Street, Mount Vernon Ohio
740-397-2660
<http://www.freedomctr.net/>

Behavioral Healthcare Partners
8402 Blackjack Road, Mount Vernon Ohio
740-397-0442
<https://www.bhccpartners.org/>