



Patterson Court Party Registration Form

08/02

Sponsoring Organization(s): 1. _____ 2. _____

Day/Date of Event: _____ Location of Event: _____

Contact Person(s) for Event: _____ Telephone Number(s): _____

Time of Event - Beginning: _____ am/pm Ending: _____ am/pm

Type of Event (circle all that apply): Band DJ Mixer Date Function
Eating-House Court Selection Event Cookout Other (please specify): _____

Name of Event: _____

Attendance (circle one): Less Than 30 30 - 60 60 - 80 80 or More Members Only

Alcohol Availability: Organization Provided BYO Third Party Vendor*

Event Details:

Where will the designated service area (bar) be? _____

Quantity of alcohol (if provided by the organization): _____

Quantity and type of non-alcoholic beverages and food: _____

Location of non-alcoholic beverages and food: _____

Risk Manager(s): (MUST include Training Number)

Position cannot rotate. Must work entire event. Name: _____ Training #: _____
Name: _____ Training #: _____

Entrance Monitor(s) (IDers):

Position cannot rotate. Must work entire event. Name: _____

Bartender(s): (MUST include Training Number)

Position cannot rotate. Must work entire event. Name: _____ Training #: _____

If additional IDers or Bartenders are working the event, please attach added sheets to list these individuals.

I have read and understand the Davidson College policies on social functions (including, but not limited to, the Alcohol Policy) and agree to abide by those policies. I also certify the information provided on this form is accurate and as host(s) accept responsibility on behalf of my organization(s) for this event. I understand there will be consequences for providing false or misleading information. I also understand that the host organization(s) is responsible for ensuring the safety of members and guests. I also understand that I must be in attendance throughout the entire event. If I am unable to attend, I will appoint another member as the official organization representative and will notify the Patterson Court Office of such a change prior to the event.

Please see reverse for important policies regarding social events and risk management. Form will only be accepted if all information is complete and accompanied by payment (\$23 per hour, minimum four (4) hours) for Campus Police Coverage (if applicable.)

Signature: _____ Name (print): _____

Title: _____ Date: _____

Remember to initial overpage, acknowledging your understanding of the policies and procedures governing social functions with alcohol.

*There must be proof of liability insurance provided along with this event registration form on the day that your event registration is due.

Patterson Court Office Only

Registration:

Date Received: _____ Time: _____ By: _____

Payment:

Check Number: _____ Amount: _____ Deposited: _____

Police Coverage:

Staff Needed? _____ Date/Time police contacted: _____

Third Party Vendor:

Insurance: _____

Third Party Bartender:

Insurance: _____



Patterson Court Event Registration Procedures

Additional information relating to social functions can be found in The Redbook Student Handbook on Davidson College's website

I. Definition of a Party

1. Any activity, either open or closed, registered or spontaneous, at which alcohol is present shall be considered a party.
2. Any requests for exemptions or waivers of this policy must be submitted in writing to the Dean of Students or his/her designee.
3. The following events do not need to be registered:
 - a. Any completely alcohol-free event;
 - b. Spontaneous events. There can be absolutely no advertising or prior planning (i.e. "spontaneous"); they must be attended by less than thirty (30) people (including members) and any alcohol must be BYO. When the gathering grows greater than thirty (30) individuals but less than sixty (60) the organization must designate a sober Risk Manager to supervise the event. That Risk Manager is responsible for calling Campus Police and notifying them of the event underway. No spontaneous event may ever grow beyond sixty individuals without the addition of more risk management staff. When attendance reaches sixty (60), an additional sober risk manager as well as sober IDer and bartender must be employed. If event attendance reaches sixty (60) and this plan is not put into place, the party will be considered an unregistered event. All events with eight (80) or more people in attendance (excluding members only events) must be staffed by a campus police officer.

II. Party Registration Procedure

1. All events at which alcohol will be present must be registered except as specified in 3, above. Patterson Court parties with alcohol must be registered in the Patterson Court Office by noon two business days prior to parties Sunday through Thursday, and by Tuesday at 5:00 pm for parties on the weekend. Events will not be approved until the completed form with all required information, signatures, and payment for police coverage is submitted by the deadline stated.
2. Patterson Court is limited to two weekday parties per week. If an organization wishes to sponsor a party with the College Union such co-sponsored parties will not count for the weekday party limit. The Union in these cases will monitor the alcohol policy.
3. Risk Managers are responsible for picking up a copy of the Risk Manager packet by **noon** on the day of the event or by **noon** on the Friday before a weekend event and for returning the Risk Manager packet including any unused wristbands and completed checklists by **noon** on the first working day after the event.

III. Risk Management and Event Procedures

1. For a party where more than eighty (80) individuals are present:
 - a. Two appropriately trained Risk Managers.
 - b. One IDer for each point of entry to the event and one IDer to control access to the designated serving area.
 - c. One appropriately trained bartender.
 - d. One Police Officer scheduled by the Patterson Court Office and Campus Police (MINIMUM FOUR HOURS.)
 - e. Risk Manager(s), the primary Bartender, and the service area IDer must remain on duty for the entire duration.
2. For a party with attendance between sixty (60) and eighty (80) individuals present:
 - a. Two appropriately trained Risk Managers.
 - b. One appropriately trained bartender and one appropriately trained IDer.
3. For a party with attendance between thirty (30) and sixty (60) individuals present:
 - a. One appropriately trained Risk Manager.
4. For a members only event:
 - a. Two appropriately trained Risk Managers.
 - b. One appropriately trained bartender and one appropriately trained IDer.
5. At every social event where alcohol is to be served, students shall be required to show a Davidson College student ID to the host organization's IDer. If the student is of legal age and wishes to drink alcohol, they must also produce a photo ID with birthdate, such as a Driver's License, to receive a wrist band to enter the bar area. Non-Davidson College students will need to show two forms of ID and have a Davidson student vouch for him or her as his/her personal guest.
 - a. All Davidson students must have a current semester "PCC sticker" on their ID cards in order to be admitted to a Patterson Court event. Once PCC membership is verified by displaying the sticker, the student will be given a hand stamp; anyone without a hand stamp will be asked to re-check in at the door or to leave the event.
 - b. Students who are 21 years of age and older will have a pre-designated and unique wristband placed on their wrists identifying them as such.
 - c. **Wristbands are non-transferable from one event to another.** Students must show ID and receive a wristband from each event at which they intend to consume alcohol.
6. Weekday parties must end the service of alcohol by 12:00 midnight and all alcoholic beverages must be removed by 1:00 am. Weekend parties must end the service of alcohol by 1:30am and all alcoholic beverages must be removed by 2:30 am. Students may remain and socialize as long as the Risk Manager chooses to remain and other campus policies (such as Quiet Hours) continue to be followed.
7. No one leaving the designated service area may have more than one container of alcohol; Beer may not exceed 12 ounces, Champagne or wine 5 ounces in capacity.
8. A supply of food and non-alcoholic beverages sufficient to last the entire event must be provided in the common areas as well as in the designated service area. It is the host organization's responsibility to maintain this supply.

IV. Organization's Shared Responsibility

1. Organizations will be held responsible for the behavior of their members, be they current students, alumni, or guests when their actions evolve from or are in any way related to their association with or activities of the organization. Organizations that condone or encourage behavior that violates College or state regulations may be given joint responsibilities for such violations. The organization(s) is expected to maintain and secure appropriate standards on the part of its members and guests. As elected leaders, the organization's officers are responsible for ensuring appropriate conduct of all present at the function and are responsible for any incidents or events that occur directly or indirectly as a result of the event.

Initial _____