

Bryn Mawr College Party Notification Form

This form must be completed by the party hosts, servers and bouncers, signed by the appropriate Dorm Presidents, and submitted to Residential Life & Student Engagement by 9am the Monday 2 Weeks prior to the event.

A copy of the completed form will be given to the Dean's Office, Housekeeping, Campus Safety, and the Main Party Host to post at the party.

Please Note:

- Submitting a completed form in no way protects students from liability under the Social Honor Code or under Pennsylvania state criminal or civil law.
- If an injury results which may have been related to alcohol ingestion, any student who was involved in providing the alcohol may be the subject of civil litigation, with no cap on money damages that may be awarded.
- Students are also reminded that the illegal possession, use, sale, or distribution of drugs is a violation of both the law and College policy. Illegal drugs are not permitted at parties or anywhere else on campus.
- Students are urged to follow the Honor Code and to confront peers who disregard community standards.
- If a resolution satisfactory to all parties involved cannot be reached, students should contact the Honor Board.
- Party incidents involving a threat to the lives or safety of individuals (for example, an alcohol poisoning or a drug overdose) or damage to College or private property shall be investigated directly by College officials and may result in a Dean's panel being convened.
- Sanctions may include, but are not limited to, one or more of the following: revocation of hosting privileges; campus community service; sessions with the College's Drug and Alcohol Counselor or other appropriate member of the Dean's staff; suspension from College housing; separation or exclusion from the College.
- Parties and Events which require a Party or Public Space Notification Form are not permitted to occur after the last day of classes.

Under PA state law, persons commit crimes if they:

- are under 21 years of age and purchase, consume, possess, or transport alcoholic beverages.
- sell or furnish alcohol to minors.
- are minors and misrepresent their ages in order to purchase alcoholic beverages.
- induce a minor to purchase alcoholic beverages.
- willfully misrepresent a minor as being of age in order to purchase alcoholic beverages.
- drive under the influence of drugs or alcohol.
- sell alcohol without a license (e.g. charging at the door, collecting "donations").
- illicitly manufacture, sell, deliver, or possess controlled substances.

Sanctions for committing one of the above crimes are fully referenced in the Student Handbook and include a \$500-\$250,000 fine, and/or driver's license suspension, and/or imprisonment.

The role of Campus Safety is to assist the hosts, servers and bouncers in throwing a party in a safe manner and maintain safety on campus. Campus Safety has the authority to terminate any party at which, in its judgment, individuals are violating the laws referenced above or are posing a threat to the safety of any attendee.

Bryn Mawr College Party Notification Form

DESCRIPTION OF EVENT: _____ TIME: _____ to _____

DAY AND DATE OF EVENT: _____ LOCATION: _____

Please Select Type of Party: Wet Dry

If this is a wet party, please list the type and quantity of alcohol to be served.
Common source containers (other than kegs) are not permitted.

Please Select Level of Party:

Level 1

30-60 guests expected

2 hosts, 2 servers must be present at all times (Wet)

2 hosts, 2 bouncers must be present at all times (Dry)

Batten, Brecon, Denbigh, Merion, Pembroke East & West, and Radnor living rooms have a capacity of 60 people and can host Level 1 parties only.

Level 2

61-100 guests expected

2 hosts, 2 servers and 3 bouncers must be present at all times (Wet)

2 hosts, 3 bouncers must be present at all times (Dry)

Erdman, Rhoads North & South and Rockefeller living rooms have a capacity of 100 people and can host Level 1 and 2 parties.

Level 3

101+ guests expected

Hosts wishing to have a Level 3 party must meet with Residential Life & Student Engagement and Campus Safety two weeks prior to party to determine needs

Guest list required

Wristbands required for those over 21

Please Note:

- Students who wish to hold parties which would be held in multiple lounges in one dorm must register for Level 3 parties.
- Dry parties must fulfill all requirements of the selected party level except for servers.
- Advertisements are not permitted for parties at which alcohol is present. Mass advertisement includes signs, fliers, posters, mass e-mails, all campus invitations, and all online and social media advertisements and postings.
- Dry parties may be advertised using printed and electronic material. A copy of the advertising for dry parties should be attached to the notification form when submitted. Advertising for the party may not begin until the event is approved. Dry parties are not open to the public and cannot be advertised outside of the Tri-College community or on any online or social media platform.
- Concerts are not permitted to take place in a dorm space.
- Parties and Events which require a Party or Public Space Notification Form are not permitted to occur after the last day of classes.

Party Hosts, Servers, & Bouncers

Only two shifts are permitted and each host, server, and bouncer must commit to working two hours/ half of the time at the party. All hosts, servers, and bouncers must appear on this form. Attach additional forms as needed.

<u>Party Hosts</u>					
<u>Main Party Host</u> (The main contact for the party. Must be a resident of the dorm where the party will be held.) (Physical Signatures are required)					
_____	_____	_____	_____	_____	_____
Name	E-Mail	Dorm & Room	Age	Box	Phone
<u>Additional Party Hosts</u> (At least one host must be 21 years of age if alcohol is to be served.)					
(Physical Signatures are required)					
_____	_____	_____	_____	_____	_____
Name	E-Mail	Dorm & Room	Age	Box	Phone
_____	_____	_____	_____	_____	_____
Name	E-Mail	Dorm & Room	Age	Box	Phone
_____	_____	_____	_____	_____	_____

Please print the requested information

<u>Servers</u> (Physical Signatures are required)					
_____	_____	_____	_____	_____	_____
Name	E-Mail	Dorm & Room	Age	Box	Phone
_____	_____	_____	_____	_____	_____
Name	E-Mail	Dorm & Room	Age	Box	Phone
_____	_____	_____	_____	_____	_____
Name	E-Mail	Dorm & Room	Age	Box	Phone
_____	_____	_____	_____	_____	_____
Name	E-Mail	Dorm & Room	Age	Box	Phone

Please print the requested information

<u>Bouncers</u> (Physical Signatures are required)					
_____	_____	_____	_____	_____	_____
Name	E-Mail	Dorm & Room	Age	Box	Phone
_____	_____	_____	_____	_____	_____
Name	E-Mail	Dorm & Room	Age	Box	Phone
_____	_____	_____	_____	_____	_____
Name	E-Mail	Dorm & Room	Age	Box	Phone
_____	_____	_____	_____	_____	_____
Name	E-Mail	Dorm & Room	Age	Box	Phone

- Hosts must complete and sign this form before Dorm Presidents and obtain signatures of everyone agreeing to work the party.

Obtaining these signatures does not indicate or imply approval of this event by Bryn Mawr College.

All Party Hosts, Servers, and Bouncers. By signing this form you agree to the following:

- I have read the Party Policy carefully, particularly the guidelines relating to parties at which alcohol will be served (if applicable).
- I understand my liabilities in serving alcohol (if applicable), and I will take all necessary precautions to prevent:
 - a) any infractions of Pennsylvania state law and the Social Honor Code
 - b) dangerous behaviors that could result in injury or death, and
 - c) damage to College property.
- I understand that I may be confronted for violations of the Party Policy, the Alcohol and Drug Policies, and/or Pennsylvania state law, and that I may be charged for any damage to College property.
- I understand that the College will cooperate fully with any investigation by law enforcement officials of unlawful behavior alleged to have occurred during this party.

Party Hosts:

1. _____ 3. _____
 2. _____ 4. _____

Servers:

1. _____ 3. _____
 2. _____ 4. _____

Bouncers:

1. _____ 3. _____
 2. _____ 4. _____

Dorm Presidents:

 Signature

 Print Name

 Signature

 Print Name

This form must be submitted to Residential Life & Student Engagement office no later than 9am on the Monday 2 weeks prior to the event date.

All Party Hosts, Servers, and Bouncers must be Party Trained by 9am the Thursday of the party week or the Party Form will not be approved.

Reviewed and approved by the office of Residential Life & Student Engagement:
