

Bard College Student & Club Event Rules and Protocols

If you would like to host an event, either in person or virtually, refer to this document for the latest updates, procedures, and protocols. This document is inclusive of general information, registration information, event rules regarding alcohol, accessibility, and more.

Email studentactivities@bard.edu with any questions that you may have regarding student events.

GENERAL INFORMATION

- The primary concerns of the College Administration for any campus event are that all guests of the party are safe, that the facility being used is not damaged, and that things are cleaned up at the end of the event.
- All student-run events must be reserved and registered properly through the Student Publicity and Activity Resource Center (SPARC) located in the Student Activities Office (Campus Center, 218).
- Events cannot be publicized until they are registered properly with SPARC.
- Small events such as bingo or games nights, movie nights, etc. must have 1 Event Host who meets with a SPARC Intern to register the event and sign appropriate paperwork.
- Larger events such as parties, galas, events with alcohol, etc. must have 2 Event Hosts – both of whom meet with a SPARC Intern to register the event and sign appropriate paperwork.
- When alcohol is served at an event, both Event Hosts must have attended an Alcohol Training Workshop during the current academic year. Alcohol Training sessions are held 3 times each semester. Email studentactivities@bard.edu for training information.
- Event hosts are expected to remain present and available throughout the event, and are not to engage in any commitments during the event which would draw their attention away from monitoring the general progress of the party. (Ex: DJ, performing in a band, etc.)
- Friends of students who want to attend Bard events must be registered with Security, in accordance with the college's guest registration policy. This will help to ensure that unwanted strangers and local high school students do not attend Bard events. Advertising these types of events off campus is not allowed and will jeopardize the event happening, as well as your ability to host future events.
- Most large scale events are required to have additional Event Staff to help monitor various aspects of the event such as entrances and exits, alcohol distribution, etc. Event Staff is provided by the Office of Student Activities. Be aware that Security and/or the Administrator on-call may check in on campus events to ensure that they are running smoothly.
- Events need to end at the designated time on the registration form. All in-person events must end by 12 AM during the week and 2 AM on weekends. This also includes Residence Hall Events.

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- Pre and Post COVID - Due to limited resources, a maximum of three large events will be approved for a weekend night. This includes spaces like SMOG, Root Cellar, Manor and the Campus Center MPR.
- Students and/or club heads may reserve Manor 3 times and MPR 5 times in a given semester.
- There will be no events approved during completion days for each semester unless under special circumstances.
- There is limited space on campus so reservations for events are on a first come first served basis.
- Strobe lights are strictly prohibited from all student-run events on campus.

COVID ADHERENCE

- During the first 3 weeks of the semester, no outside musicians will be allowed at SMOG or the Root Cellar. Students can begin planning for bands to perform starting Monday, 9/20/21.
- All non-Bard visitors must be fully vaccinated. The Office must obtain proof of vaccination for performers, vendors, etc. visiting campus at the time of Registration. **If you do not have proof of vaccination from your 3rd party vendors, performers, etc. you will NOT be allowed to register your event.**
- It's highly recommended that in-person events take place outdoors. If events are taking place indoors, it's highly recommended that all attendees are masked when social distancing is not possible.
- All events are in accordance with government guidelines with regard to social distancing and gatherings.
- Effective Saturday, August 28, all students, faculty, and staff will be required to mask in public indoor settings (including classrooms), regardless of vaccination status, for an initial two-week period. After the initial period we will monitor the need for continued indoor masking. This will allow for a safe reentry of all students, faculty, and staff returning to campus for the fall semester. [Please see the Mask Policy page for details.](#)
- Room capacities must be adhered to at all times.
- Plans should take into consideration different levels of comfort with distancing and sharing food. Options for grab and go eating, distanced eating, an individual's ability to socially distance, and support for masking must be available.

EVENT REGISTRATION

- All Event Hosts MUST meet with a SPARC Intern to discuss details of the event they hope to have.

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- All Hosts are expected to be involved with the organizing of campus events. When alcohol is present, both hosts will need to attend an Alcohol Training Workshop before the event will be approved.
- All Hosts MUST submit proof of vaccination
- In general, hosts should begin organizing at least 3 weeks in advance for an event. This will allow time to reserve a location, request services, plan for advertising, etc.
- All event registrations must be completed and submitted **BY NOON ON THE MONDAY, 2-WEEKS PRIOR TO THE EVENT DATE.** No exceptions.

RESIDENCE HALL EVENTS

- Robbins, Tewksbury, outside the Village Dorms, and outside of StoneRow are typically the only residence halls that are available for registered events. To reserve these spaces, you will need to meet with a SPARC Intern.

EVENTS IN THE CAMPUS CENTER

- No alcohol is permitted in the Campus Center.
- The Multipurpose Room, Weis, and Down the Road Cafe (DTR) are spaces that are available to register an event with LIMITED seating/attendance. Other spaces such as the lobby and balcony may be used but may require extra planning to arrange.
- Event Hosts are required to monitor people smoking and/or drinking inside. They are expected to ask smokers to go 25ft away from the building, and ask people to dump their alcohol or leave the building with it.

VIRTUAL EVENTS

- When registering virtual events with SPARC, Hosts should have streaming and/or event credentials available for Zoom, YouTube Live, Instagram, etc.

FOOD AT EVENTS

- In accordance with NYS COVID-19 recommendations, food is not allowed at events unless it is catered from Parkhurst Dining (Kline) or restaurants from the area.
- Food preparation and distribution should be done in a way that minimizes handling by multiple people (this could include individually wrapped, served by one person, or by using individual utensils.)
- Refer to the [Student Club Restaurant Guide](#) for a list of restaurants that work with the College and their preferred payment method(s), delivery options, etc. <https://studentactivities.bard.edu/resources/>

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ACCESSIBILITY

- When planning events, it's important to keep in mind physical, as well as virtual accessibility. For in-person events, make sure that your events are in a physically accessible space or that the building has certain accessibility features such as elevators, alternative entrances, accessible parking spaces, etc. **[NOTE: All rooms in the Campus Center are completely accessible].**
- For virtual events, it's best to incorporate Live Transcription or Closed Captioning. Google Meets offers free automatic closed captioning; however, Zoom does not. When hosting events on Zoom, hosts will have to either provide Closed Captioning themselves.
- Alternatives to Closed Captioning include:
 - Utilizing Power Point presentations to show content,
 - Transcribing all event materials, text, content, etc. into a PDF or Word document that then gets put into the Zoom Chat Box for folks to refer to.
- It's important to keep remote learners in mind/engaged with activities. If hosts are planning a workshop, crafting night, or anything else that involves supplies, snacks, etc., efforts should be made to ensure remote learners can also participate. Hosts can do this by:
 - Creating supply forms for remote learners designed to collect email addresses for supply gift cards and/or mailing addresses to ship supplies directly to them,
 - Incorporating virtual components to in-person events
 - Pre-recording workshops, panels, etc. that are then shared to the OSA YouTube Channel
- Strobe and/or flashing lights are not allowed under any circumstances at any event, virtual or in-person. **NO EXCEPTIONS.**

CLEANING UP AFTER AN EVENT

- Event hosts are expected to see that the area(s) being used during their event is (are) cleaned up. This means that all trash (bottles, cans, cups) is put in trash bags for disposal and that a basic broom sweeping is done. Cleaning up includes all areas inside and outside the building impacted by the party including bathrooms, outside entrances, and the surrounding area.
- For events held in Manor, Event Staff will call Security to come and sign off on the Manor Rounds sheet to show that the space has been cleaned. This will ensure that the hosts/organization responsible for the event will not be fined for failure to clean.
- An \$80.00 fee will be charged if the party space has not been satisfactorily cleaned. This fee will either be split between the two hosts (charged against your student account) or the club/organization responsible for the event (charged against the convocation fund).
- Arrangements should be made in advance for cleaning supplies. You can always contact Security, who can access supply closets for additional cleaning supplies if needed.

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- If damage occurs and the responsible person is not identified, either the hosts will have their own student accounts charged, or, the sponsoring student organization may have their convocation account charged.
- Always inform the Office of Student Activities about damages that may have occurred at your event.

WORKING WITH EVENT STAFF

- Student Activities assigns Event Staff for all student events, virtual and in-person, with the exception of CLUB MEETINGS. The number of Event Staff depends on the size of your event and whether alcohol is being served. Please respect the role of the students who are Event Staff – they are there to help ensure events are successful and that everyone in attendance is safe.
- Event Staff will help to administer the event details. This does not mean the Event Hosts are no longer responsible - they will simply help with wristbands, birthday list checking, overseeing alcohol distribution, and watching for safety violations.
- Prior to the event, Hosts should introduce themselves to the Event Staff. This will make it easier for them to locate a host during the event if needed. We encourage you to communicate freely with one another about your concerns and your desires for the party.
- After the event is cleaned up, Event Staff will call Security to look over the space, confirm that everything is OK, and sign off on your event host agreement form. This will ensure that you will not be held responsible for any cleanup problems or damage charges caused by people after your event is over.

SOUND EQUIPMENT INFORMATION

- Soundcrew is available to provide speaker systems and a sound technician for most student-run events.
- Soundcrew requires at least 7 days notice about events in order to provide staffing and equipment. Meet with a SPARC Intern in order to submit your soundcrew requests properly. E-mail Soundcrew at soundcrew@bard.edu with additional questions or requests you might have.
- Do not assume that the Soundcrew will be there! It is the hosts responsibility to confirm three days in advance with SoundCrew to run equipment at events.

ALCOHOL AT EVENTS

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***** Please note, in accordance with COVID-19 guidelines, there will be NO alcohol served at any events until further notice. *****

In order to host events with alcohol, you must be a registered host. In order to become a registered host you must attend an Alcohol Training Workshop run by the Director or Assistant Director of Student Activities. **There are 3 sessions held at the beginning of each semester** so be sure to plan ahead and attend a workshop before the event that you want to hold!

- The College's Position on alcohol: It is expected that all policies in the Student Handbook be obeyed. If you are unfamiliar with the policies in the Handbook, be sure to read them over. The Handbook is available here: <https://www.bard.edu/dosa/handbook/>.
- Up to 1 keg of beer (or 2 half-kegs) or wine (4 large boxes or 8 bottles) is allowed at the following venues only: Manor Lounge, Manor Lawn, Kline Commons, Kline Faculty Dining Room, Ludlow Lawn, Village Walkway, and Stonerow Quad.
- Liquor/hard alcohol are not allowed for any large events.
- Up to ½ keg off beer OR wine is allowed at art shows in Fisher Studio Arts and Woods Studio. These events require a separate 30 minute meeting with the Director of Student Activities to discuss details for the event.
- If more alcohol is present at an event than was approved, the event will be shut down by Security and the alcohol will be confiscated.
- Hosts are required to provide enough non-alcoholic beverages and snacks to match the expected attendance of the party. The cost of all food and beverages are the responsibility of the hosts and should be taken into account when planning the event.
- Club funding can be used to purchase food and non-alcoholic beverages for events; however, it can **NOT** be used to purchase alcohol.
- If alcohol is to be provided at the event, a designated Event Host will be needed to supervise the serving of alcohol.
- Hosts are not to consume ANY alcoholic beverages at any events. Failure to comply with this protocol will result in the immediate shut down of the event.
- All guests attending events where alcohol is provided will be required to show some form of ID at the door. Guests (non-Bard students) will have to be registered at Security by a Bard host.
- Guests who are not registered by a Bard student will be asked to leave the campus.

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- Event Staff is required at all events where alcohol is served. The Event Staff assigned will be required to check IDs and will give wristbands only to students over 21.
- If guests arrive highly intoxicated or become so, they **MUST NOT** be served additional drinks. Event Staff will help you monitor this.
- If guests seem to be drinking a large quantity at the event, please stop serving them drinks. Even if they are not showing signs of intoxication, drinking large amounts of alcohol can lead to many dangerous situations. Feel free to ask for help from Event Staff to enforce this.
- Charging event guests for alcohol is strictly prohibited. Therefore, any alcohol served at events is free of charge to guests. **Donations can be requested to cover general expenses for the party but charging admission solely to cover alcohol expenses is not allowed.** Additionally, charging for cups, which then are filled up from a keg, is the same thing as charging for beer, and is not allowed.
- Hosts may not advertise alcohol on event flyers. Events that publicize alcohol will be taken down and thrown away. Hosts are responsible for approving all advertising material before it goes out.
- Hosts may be held legally responsible for guests who leave a registered event regardless if they became intoxicated at that event or if they arrived intoxicated. Intoxicated guests should not be allowed to drive. Contact Security or the Golf Cart Patrol for escorts or be sure to get attendees on the Campus Shuttle. If hosts ever need help with an intoxicated guest, find the Event Staff or call Security.
- Outside alcohol may **NOT** be brought into events regardless of whether the hosts are providing alcohol or not.

LEGAL RESPONSIBILITY

- Students who register social events with the College often have questions about their responsibility as hosts. Hosts are responsible for their guests, the facility used and its cleanup. If an accident should happen, you can be held legally liable. For example, if someone drinks alcoholic beverages at an event and later has a car accident, court cases have found the event host(s) responsible. Likewise, if someone is injured, the host can be responsible.
- Hosts are not only subject to civil action, which is injured person v. host for damages, but they are subject to criminal action, which is The State of New York v. host. The latter can bring stiff fines, jail time, and costly litigation expenses.
- There is also the possibility of action by the College or student-to-student complaints which are handled through the College conduct system.
- The best way to protect everyone is to adhere to all laws and policies in the Student Handbook.

“IF I DON’T HOLD UP MY END OF THE DEAL”

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- Students who violate college policy regarding Event Host expectations will likely go through the College conduct system. This can include meeting with the Peer Review Board, the Student Judiciary Board, and/or an administrator.
- Hosts that do not meet the responsibilities expected of them can be removed from the approved list of event hosts and/or may be expected to attend another Alcohol Training Workshop again before being allowed to host any more events. Depending on the severity of the violation, Hosts may be subject to official sanctions from one of the conduct boards and/or the administration.

NEW YORK STATE LAW REGARDING ALCOHOL

- Driving while ability impaired - (Blood Alcohol Level of .05 to .09) \$300 to \$500 fine, up to 15 days in jail /mandatory 90 day license revocation.
- Driving while intoxicated - (Blood Alcohol Level of .1 or more) \$500 to \$1,000 fine, up to 1 year in jail and/or 3 years probation / mandatory six month license revocation.
- Felony driving while intoxicated - (Second DWI conviction in 10 years) \$1,000 to \$5,000 fine, up to 4 years in jail and minimum 1 year license revocation. If under 21, loss of license until you reach 21.
- Furnishing alcohol to persons under 21 \$500 fine and up to 6 month in jail and/or 1 year probation.
- Possession by persons under 21 \$50 fine per offense and/or mandatory participation in an alcohol awareness program.
- Use of false identification \$100 fine, revocation of license for 90 days, community service, and mandated participation in an alcohol awareness program.
- These statutes are not arbitrary or negotiable. New York State handles alcohol related offenses in a severe manner; hence, a simple party can become a costly, embarrassing, inconvenient or even fatal lesson. Please avoid spoiling your party.

FACTS ABOUT ALCOHOL

- Alcohol, if abused, can have severe, life threatening effects that range from addiction to alcohol poisoning to death. Many students know people in recovery or people who have had serious medical emergencies due to alcohol abuse. Still many other students are recovering alcoholics themselves. Never assume someone is a drinker. A more interesting and entertaining atmosphere is one that attracts many varieties of people, drinker or non-drinker. The following is a short list of side effects related to alcohol that you as a host should be aware of.
- When alcohol is mixed with medications or other drugs, it's effect is often synergistic. This means that 1 drink plus 1 medication may equal the effect of 3 or more of each.
- Alcohol is addictive.

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- The smell of alcohol can cause someone in recovery to become ill or have psychological flashbacks.
- Alcohol is a depressant. It causes inhibitions to be relaxed. The majority of sexual assaults involve alcohol.
- Bread, water, and cold showers will not help to sober someone up. Only time will allow your body to metabolize the alcohol.
- Alcohol affects people differently. A lighter person will become intoxicated more quickly than a heavier person. A person who drinks frequently will develop a tolerance to alcohol -- it takes more alcohol to reach the same effect but a person's blood alcohol level will rise in accordance with their intake regardless of their perceived tolerance. Some people are prone to violence when they drink.
- There is a genetic predisposition to alcoholism. Someone who has a parent who has been or is an alcoholic will be five times more likely to become an alcoholic themselves.
- If you ever have concerns regarding your (or a friend's) alcohol or drug use, please seek out the resources that are available to you, such as the Counseling Office, Dean of Students Staff, Peer Counselors, or Faculty.