

Social Host & Alcohol Event Registration Procedures

I. Definitions

A “University Event with Alcohol” is a University event where alcohol will be served either (1) on campus, or (2) off-campus where the alcohol is paid for directly, in whole or in part, with University funds, or where reimbursement, in whole or in part, is made for the purchase of alcohol using University funds. Notwithstanding the foregoing, the following activities are not University Events with Alcohol for purposes of Social Host and registration requirements (however, the University Alcohol and Drug Policy still applies):

- (i) consumption of alcohol by students of legal drinking age in an on-campus private residence;
- (ii) consumption of alcohol in an on-campus private residence that is leased, rented or otherwise occupied by an employee of the University, where no students are expected and/or permitted to attend (excluding students who are relatives of the employee);
- (iii) consumption of alcohol in a Private Office with a door and lock that is occupied by no more than four (4) faculty and/or staff members and where no students are present, and
- (iv) any events registered through the process that fraternities and/or sororities are required to use in order to host an event with alcohol.

Licensed Entity – An entity that is licensed to sell alcohol. In the Commonwealth of Pennsylvania, a Licensed Entity has a Liquor License, Special Occasion Permit, or Off Premises Catering Permit issued by the Pennsylvania Liquor Control Board that permits the entity to sell alcohol on the licensed premises for which the Licensed Entity has received the Liquor License.

Off Premises Catering Permit – A permit issued by the Pennsylvania Liquor Control Board that allows a Licensed Entity to sell alcohol at an off-site location.

Special Occasion Permit – A permit issued by the Pennsylvania Liquor Control Board that allows certain eligible entities to sell alcohol during fundraising events.

On Campus – Property owned or leased by Carnegie Mellon University, regardless of location.

Social Host – An individual responsible for managing a University Event with Alcohol. A Social Host is responsible for (1) ensuring that alcohol is served only to individuals who are of legal drinking age, (2) ensuring that individuals who are visibly intoxicated are not served alcohol, and (3) oversight of the event consistent with the Social Host Responsibility Guidelines section forth in Section III of this procedure. Eligibility to serve as a Social Host is specified in Section V of this procedure.

Private Office – On-Campus office space with a door and lock that is occupied by no more than four (4) faculty and/or staff members.

Celebratory Toast – A brief gathering where fewer than twenty-five (25) faculty, staff and/or students are expected to attend, where all attendees are of legal drinking age, and where no more than a single

four (4) ounce serving of beer, wine, or champagne will be consumed per person. For example, a champagne toast following the successful defense of a dissertation qualifies as a Celebratory Toast.

Use of University Funds – Expenses paid by the University directly (for example, in the case where the University or a University department is invoiced by the vendor for direct payment), or indirectly through reimbursement of expenses previously paid by a University employee, student or student organization, and/or third party (for example, in the case where a University employee incurs the university-related business expense and submits a request to the University for a reimbursement in compliance with the University’s Business Travel and Expense Policy). University funds may include, but are not limited to, agency accounts (including gift accounts), discretionary accounts, federally and non-federally funded external sponsorships and programs, and purchases utilizing the University’s purchasing card, etc.

II. Registration of University Events with Alcohol

In order to hold a University Event with Alcohol, the intended organizer of the University Event with Alcohol or designate must submit a registration form to the Office of the Dean of Students, unless exempt from registration as specified below. Registration forms should be submitted as soon as the details of the event are known, preferably fourteen (14) days in advance of the event, but no fewer than three (3) days in advance of the event. In order to be approved, University Event with Alcohol must comply with the criteria set forth in Section IV of this procedure.

Registration and approval of a University Event with Alcohol is separate from the space reservation process. To use an on-campus venue for a particular purpose, permission must be obtained from the appropriate college, department, or administrative unit that controls the venue where the event will be held.

On-Campus University Events with Alcohol

The following On-Campus University Events with Alcohol (as defined above) must submit a registration form to the Office of the Dean of Students, must designate at least one Social Host for the event, and receive approval from the Office of the Dean of Students for the event in advance of the event:

1. Any On-Campus University Event with Alcohol where students are expected and/or permitted to be in attendance;
2. Any On-Campus University Event with Alcohol where more than thirty-five (35) people are expected to attend;
3. Any On-Campus University Event with Alcohol that requires the use of a temporary barriers or structures (such as temporary roping, fencing, tents, etc.), with staffing, to maintain appropriate event privacy, as required by Section IV of this procedure.

All other On-Campus University Events with Alcohol that do not meet any of the foregoing criteria are exempt from registration and Social Host requirements. Celebratory Toasts, as defined in this procedure, are also exempt from registration and Social Host requirements.

Further, third-party non-affiliate events (without sponsorship by a CMU department) held On Campus where alcohol will be served must be contracted through Conference and Events Services. Third-party non-affiliate events with alcohol must use a Licensed Entity with an Off Premises Catering Permit or a

RAMP certified bartender to serve alcohol. Conference & Events Services will charge the third-party non-affiliate the costs of event security provided or arranged by University Police.

Off-Campus University Events with Alcohol with Use of University Funds

Except as noted below, off-campus University Events with Alcohol paid, in whole or in part, through Use of University Funds must submit a registration form to the Office of the Dean of Students, designate at least one Social Host for the event, and receive approval from the Office of the Dean of Students in advance of the event.

The following Off-Campus University Events with Alcohol paid, in whole or in part, through Use of University Funds are exempt from registration and Social Host requirements:

1. Events held on the premises of a Licensed Entity where all alcohol will be served by employees or agents of the Licensed Entity;
2. Events held at the private residence of a University employee where no current or prospective students are expected to attend; and
3. A business meal or entertainment activity at a location without a license to sell alcohol (e.g. a BYOB establishment) where fewer than thirty-five (35) people are expected to attend and where no current or prospective students are expected to attend.

Given the wide variety of potential University Events with Alcohol paid, in whole or in part, through Use of University Funds, it is understood that this procedure cannot anticipate every possible type of event. After reviewing a completed Alcohol Event Registration Form for such an event, the Vice President of Student Affairs and Dean of Students or designee has discretion to waive the Social Host requirement for an event.

III. Social Host & Responsibility Guidelines

A Social Host for a registered University Event with Alcohol is responsible for (1) ensuring that alcohol is served only to individuals who are of legal drinking age at the event, (2) ensuring that individuals who are visibly intoxicated are not served alcohol, and (3) oversight of the event consistent with the Social Host Responsibility Guidelines. Each University Event with Alcohol must have at least one designated Social Host who will be responsible for the foregoing at the event. Multiple Socials Hosts (Co-Social Hosts) may be required for the event, as determined by the Office of the Dean of Students, based on the number of expected attendees, the number of expected student attendees, the location of the event, the length of the event, and the number of event staff (e.g. servers, bartenders, wait staff, etc.). Social Hosts may coordinate with others, such as caterers, servers, bartenders and event security, as necessary in anticipation of and while at the event to appropriately oversee the event.

All Social Hosts (the primary Social Host and any Co-Social Hosts) are expected to follow the Social Host Responsibility Guidelines set forth below:

- Meet all Social Host Eligibility and Annual Training Requirements as set forth in Section V of this procedure;
- Ensure that at least one Social Host or Co-Social Host is physically present at the event at all times;
- Ensure that appropriate procedures are in place to prevent the service of alcohol to anyone that is under the legal drinking age (i.e. anyone under the age of 21). Social Hosts must ensure that

ID cards are checked to verify legal drinking age. The responsibility to check IDs may be delegated to other appropriate and responsible event staff, such as caterers, bartenders, or other staff;

- Ensure that appropriate procedures are in place to prevent the service of alcohol to individuals who are visibly intoxicated;
- Identify or designate one or more individuals to serve all alcoholic beverages, and do not permit guests to serve themselves;
- Shall refrain from the consumption of alcohol during the event;
- Ensure that appropriate procedures are in place to secure, store and/or dispose of any remaining alcohol at the conclusion of alcohol service. Social Hosts may delegate this responsibility to other appropriate and responsible event staff, such as caterers, bartenders, or other staff;
- Promptly notify the Office of the Dean of Students and/or the Office of the General Counsel of any situation that could necessitate a potential claim under the Terms and Conditions for Social Host Defense and Indemnity.

IV. Requirements for Registered University Events with Alcohol

On-Campus University Events with Alcohol

- University Events with Alcohol must take place in an area that is private or semi-private. Privacy is determined by the ability to control access to the event and to limit attendance to invited guests only. Temporary barriers or structures (such as temporary roping, fencing, tents, etc.), with staffing, may be used to maintain appropriate event privacy, subject to the sole discretion of the Vice President for Student Affairs and Dean of Students or Designee;
- Alcoholic beverages are not to be consumed outdoors On Campus. For example, alcoholic beverages are prohibited at events on the Cut, on the Mall, on the Greek quad area grounds, on housing grounds, on the athletic field or on any other similar outdoor area On Campus. However, events held in temporary structures (e.g. a tent) or in outdoor areas with restricted access may be approved, subject to the sole discretion of the Vice President for Student Affairs and Dean of Students or Designee.
- Security provided by University Police may be required for any University Event with Alcohol, subject to the discretion of the Chief of Police (for locations outside the jurisdiction of University Policy an alternate security provider may be used). In general, University Police personnel are required to be present for the following University Events with Alcohol:
 - where any students under the legal drinking age are expected or permitted to attend; or
 - where more than one hundred (100) guests are expected to attend.
- Unless an entity with an Off Premises Catering Permit is serving the alcohol, alcohol may not be directly or indirectly sold in connection with any University program or activity. The indirect sale of alcohol includes, but is not limited to the following:
 - The sale of tickets, entrances fees, or required donations to attend an event where alcohol is served;

- The use of drink tickets in connection with paid admission to an event where alcohol is served.

Off-Campus Events with Alcohol with Use of University Funds

- Access to and consumption of alcohol at registered Off-Campus University Events with Alcohol must be appropriately controlled, consistent with the Social Host Responsibilities in Section III.
- Unless the event is held at Licensed Premises or a location covered by an Off Premises Catering Permit, alcohol may not be directly or indirectly sold in connection with any University program or activity. The indirect sale of alcohol includes, but is not limited to the following:
 - The sale of tickets, entrances fees, or required donations to attend an event where alcohol is served;
 - The use of drink tickets in connection with paid admission to an event where alcohol is served; or

V. Social Host Eligibility & Annual Training

To be eligible to serve as a Social Host (as well as a Co-Social Host), an individual must be over the age of 21 and be a (1) faculty member, (2) exempt staff member, or (3) current executive officers of the Graduate Student Assembly (GSA). Faculty and exempt staff members may serve as the Social Host for any University Event with Alcohol. Executive Officers of the GSA may only serve as a Social Host at a University Event with Alcohol sponsored by the GSA.

To become a Social Host, an individual must complete the annual Social Host Training offered by the Office of the Dean of Students. To continue to serve as a Social Host, the individual must have completed the annual Social Host Training within one year prior to the relevant event at which the individual desires to serve as a Social Host.

The university will provide a legal defense and/or indemnity to any individual who serves as a Social Host of a University Event with Alcohol. Staff members and current executive officers of the GSA are eligible for defense and/or indemnity subject to the [Terms and Conditions for Social Host Defense and Indemnity](#). Faculty member defense and indemnity rights are governed by [Article VIII of the University By-Laws concerning Professional Protection Regarding Faculty Members](#).

Individuals who completed Social Host training prior to August 14, 2020, may continue to serve as a Social Host without completing new training until May 31, 2022. However, defense and indemnity will only be provided to staff members and executive officers of the GSA subject to the Terms and Conditions for Social Host Defense and Indemnity (which, among other things, require that Social Host training be completed after the August 14, 2020 and annually thereafter).

VI. Additional Restrictions by School, Department, Program, Division, or Administrative Unit

These procedures reflect the minimum requirements for University Events with Alcohol. Any school, department, program, division, or administrative unit of Carnegie Mellon may adopt additional rules regarding event planning, the use of facilities, the service of alcohol, and/or the use of University funds to purchase alcohol. For example, a department may adopt a rule prohibiting employees and students within the department from using departmental funds to purchase alcohol.