

# Bryn Mawr College Party Policy

Bryn Mawr College is committed to maintaining a social atmosphere that stresses the safety of all students, whether or not they choose to drink.

Moderation, concern for others, and individual accountability should be characteristic of all social activities on campus.

The responsibilities and procedures outlined in the attached Party Policy are in addition to those required by the Social Honor Code, the Bi-College Alcohol Policy, state and federal law.

Violations of the Bi-College Alcohol and Drug Policies and/or Bryn Mawr College Party Policy that come to the attention of Public Safety, Residential Life, Student Activities or the Dean's Office will result in an investigation by these departments. They may result in a Dean's Panel, by which sanctions will be issued on a case-by-case basis.

**In the event that law enforcement officials confront students for unlawful behavior alleged to have occurred, the College will cooperate fully with their investigation.**

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## Party Definition

A Party is an event, wet (with alcohol) or dry (without alcohol), where 30 or more people gather at one time in a residential dorm space.

### Wet parties cannot be held in public spaces

Public spaces include: The Campus Center, Thomas Hall, Goodhart, Applebee Barn, Cambrian Row, Schwartz Gymnasium, all corridors, stairwells, landings, basements, attics and courtyards, laundries, all dining halls, Pembroke Dance Studio, classroom buildings, the Computer Center, The Dorothy Vernon Room, Canaday Library, and outdoors on College grounds.

To hold a dry party in a public space, you should reserve the space at least two weeks in advance through the Office of Conferences & Events (x7329, E-mail: roomres@brynmawr.edu).

## Completion of the Party Form

Any student (i.e., party host) in the College community who wishes to host a social event in a dorm living room or an individual's room with more than 30 people in attendance should read and complete the party notification form in order to help throw a safe and responsible party that abides by the conditions stated in the Bi-College Alcohol and Drug Policies and in the Bryn Mawr Party Policy.

**The form is required for both wet and dry parties held in dorm spaces.**

Reading and completing this form will help to inform party hosts of their legal liabilities under Pennsylvania state law and allow College officials to help minimize risk to hosts, their guests, and the entire College community.

## Party Information Sessions

Any student wishing to act as a host, server, or bouncer at a party must attend a Party Information Session.

Attendance at one session will permit a student to host, serve or bounce parties during the academic year in which the session was attended. Students must be retrained each academic year.

Information sessions will cover the following information: 1) Pennsylvania state and other applicable laws and liability concerning the distribution and consumption of alcohol; 2) The potential for legal liability and potentially the award of damages for party hosts, servers, bouncers, guests, Bryn Mawr College and its agents; 3) tips to ensure safety and respect of residents who live in the dorm where the party will be held.

The schedule of Party Information Sessions will be announced at the beginning of each semester and can be accessed on the Student Activities Website: [www.brynmawr.edu/activities](http://www.brynmawr.edu/activities).

## Party Advertisement

Because the majority of students are not 21 years of age, the legal drinking age, mass advertisement for wet parties is not permitted.

Mass advertisement includes signs, fliers, posters, mass e-mails, all campus invitations, and open Facebook invitations.

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 cannot be advertised outside of the Tri-College Community.

## Party Levels

To help promote the safety of all guests, those wishing to host a party must select a party level.

Party levels were developed, along with defined roles, to make it easier for students to throw a successful party that ensures compliance with the Bryn Mawr College Party Policy, the Bi-Co Alcohol Policy, and federal and state law.

### Level 1

30-60 guests expected  
2 hosts and 2 servers must be present at all times

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

### Level 2

61-100 guests expected  
2 hosts, 2 servers and 3 bouncers must be present at all times

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

### Level 3

101<sup>+</sup> guests expected  
Hosts wishing to have a Level 3 party must meet with Student Activities and Public Safety **two weeks prior** to party to determine needs. Hosts should be aware that an increased level of support may be necessary.  
Guest sign-in required  
Wristbands required for identifying those over 21

Students who wish to hold parties in multiple dorm lounges in one dorm at the same time (example: Halloween parties) must register for Level 3 parties.

## Alcohol Limits

Party hosts, servers, bouncers and guests should keep in mind the legal drinking age is 21 years old in the United States. Students under 21 must not be served alcohol.

Guests at wet parties must be served no more than 4 drinks at any party.

Common source containers (other than kegs) are not permitted.

## Party Host Responsibilities

The following are the responsibilities that party hosts must take on at a party. Please be aware that the only people permitted to act as party hosts at the party are those who are listed on the party form as party hosts.

### Before the party:

- Discuss with the dorm president specific dorm policies concerning quiet hours, bathrooms, use of common areas, smoking, etc.
- Discuss the party with Housekeeping in order to determine pre-existing damage to the party space and obtain supplies for the post-party clean-up.
- Obtain signatures of the appropriate dorm president on a party notification form and submit the form to Student Activities by 9am the Tuesday prior to the event date.
- If party is a wet party, hosts must identify at least one host who is 21 years-old and a 21-year old host must be present at all times during the party if alcohol is to be served.
- Read the Bi-Co Alcohol Policy and statements concerning applicable Pennsylvania state law in the Student Handbook.
- Notify dorm residents that a party will take place by posting signs that include the party's date, time, location, and hosts. Residents should be notified 72 hours in advance and should be able to contact hosts with questions or concerns.
- Purchase food and beverages, including non-alcoholic beverages.

### During the party:

- Hosts must make sure that servers and bouncers understand the role they are to play in the party and should check in with them throughout the party.
- Hosts must prominently display a sign stating "You must be 21 years of age to consume alcoholic beverages in the Commonwealth of Pennsylvania."
- All hosts wear the party host button provided by the Student Activities Office.
- Hosts must post the approved party notification form near the entrance.
- Hosts must be sober at all times and should not be drinking during the party.
- One host who is 21 years of age must be present at all times if alcohol is to be served.
- Hosts must provide food and non-alcoholic beverages.
- Must designate a bathroom for party guests and designate areas that are off-limits to guests.
- Hosts must end the party by 2 am. Parties must not exceed more than 4 hours in length.

### After the party:

- Hosts must clean up immediately and thoroughly. They must not leave the mess overnight.

### Server responsibilities

The following are the responsibilities that servers must take on at a party.

- Servers are responsible for setting up, maintaining, and serving from a designated area from which all alcohol will be served. As a server, you are the only person permitted to distribute alcoholic beverages.
- Servers must be clearly identified and should wear the server button provided by the Student Activities Office at all times during the party.
- Servers must be sober at all times and should not be drinking during the party.
- Servers must ensure that no one under the age of 21 is served alcohol.
- Servers must refuse to serve people who are visibly intoxicated and/or seems in danger of hurting themselves or someone else.
- Servers must mark the hand of those they distribute drinks to each time they serve a drink and serve no more than four drinks per party attendee.

### Bouncer Responsibilities

The following are the responsibilities that bouncers must take on at a party. Bouncers may switch positions with other bouncers during the party if they wish and should be aware that they may be called upon to perform the following duties at any time during the party:

- Bouncers must be clearly identified and should wear the bouncer button provided by the Student Activities Office at all times during the party.

- Bouncers must check ID's at the door. Bouncers must check to make sure that everyone attending the party is either a tri-co member or a guest of a tri-co member.
- Guests must be signed in at the door (for level 3 parties). A guest is someone other than a tri-co student.
- Bouncers must keep track of the party space capacity with a counter (provided by the Student Activities Office). Bouncers must know and enforce the capacity of the party space and should stop admitting guests to the party once capacity is reached.
- Bouncers must be stationed at every entrance point to the party and must make sure that party guests only enter through the designated entrance way.
- Bouncers must be stationed in any hallway leading to the party location and must prevent access to the dorm from the party. They must make sure the party remains in the reserved party space.
- Bouncers must make sure that no one brings in or leaves the party with alcohol and must turn away people who are visibly intoxicated.
- Bouncers must assist the host when she wants to eject someone from the party.
- Bouncers must be sober at all times and should not be drinking during the party.

### Guest responsibilities

- Guests must be members of the tri-college community or guests of a tri-co community member.
- Tri-co community members are not permitted to bring more than 3 guests to a party.
- Guests must abide by College policies, the Honor Code, and Pennsylvania state law.
- Guests must behave responsibly, keeping in mind their own personal safety and the safety of others.
- Guests must cooperate with the requests of party hosts, bouncers and servers and College personnel to ensure that order and student well-being are maintained.
- Guests should attempt to intervene when individuals seem in danger of hurting themselves or anyone else.
- Guests should notify hosts about potential problems and alert Public Safety if assistance is needed.

### Substitutions

Should someone scheduled as a host, server or bouncer not be able to work the party the main party host must inform the Student Activities Office by noon on the day before the party. It is the responsibility of the main party host to make sure the substitution meets all qualifications and is aware of the responsibilities involved.

Substitutions can be emailed to [studentactivities@brynmawr.edu](mailto:studentactivities@brynmawr.edu).

### Violations

Students are encouraged under the Honor Code to report violations occurring at parties.

Students wishing to report violations should contact either the Honor Board or any member of the Dean's staff to report the violation.

Violations may be investigated by the Honor Board and/or any member of the Dean's staff. Depending on their severity, violations may be referred to the Honor Board and/ or may be subject to a Dean's Panel.

Sanctions for violation of the Party Policy may include but are not limited to escalating monetary fines, all campus educational programs and/ or campaigns, and/or revocation of party host, server and/ or bouncer privileges for the duration of the violator's time at the College.

### Party Fund

After the party hosts can submit one original receipt with a party fund reimbursement request to the Student Life Office to receive a refund for non-alcoholic beverages and food.

Reimbursement is only available for registered parties and is based on the party level selected. Level 1: \$30, Level 2: \$60, Level 3: \$90.