Dartmouth College
Social Event Management Procedures (SEMP)

Purpose

The Social Event Management Procedures (SEMP) reflect Dartmouth College’s commitment to provide the safest possible social atmosphere for members of the College community and their guests. Its success depends upon the cooperative efforts of students, faculty, administration, and alumni in both understanding and upholding the spirit of personal responsibility and respect for self and others that is embodied in these procedures. Any exceptions to these procedures must be approved in advance by the Office of Student Life.

Goals

Social gatherings at Dartmouth College are an important part of our community life. For all events, regardless if alcohol is present, we strive to achieve the following goals:

- Respect the rights of all individuals and respect the property of others.
- Protect the health and safety of community members and their guests.
- Empower and encourage students to assume an active role in the planning and management of social events
- Provide an enjoyable atmosphere conducive to positive social interaction.
- When alcohol is present, model responsible alcohol use.
- Decrease legal liability for students, organizations, and Dartmouth College.
- Comply with College policy and state and local laws.

Procedures

Irresponsible alcohol consumption can often interfere with the educational purpose and social climate of the College. All students and student organizations have a responsibility to follow the Social Event Management Procedures (SEMP) outlined
below and will be held accountable for failure to follow the procedures. Students in the graduate and professional schools should refer to guidelines found at http://www.dartmouth.edu/~sao/pdfs/Graduate&ProfStudents.pdf.

Tuck-specific guidelines are as follows:

Events subject to alcohol permitting:
- Any event that takes place at Tuck or Dartmouth in which one or more kegs are present,
- Events where attendance is anticipated to reach more than 100 people or full club membership (whichever is smaller) and alcohol of any type is provided.

Sober Monitors:
Organizers will be responsible for identifying at least 1 monitor for every 50 people in attendance at an event where alcohol is being served. The monitors should:

- Not consume alcohol,
- be present for the entire event,
- be able to respond in case of an emergency,
- ensure that attendees are of legal drinking age,
- talk to security if they arrive at the event,
- intervene if they observe dangerous or inappropriate behavior.

As a general rule, Safe Rides drivers should not be designated as monitors since they usually need to leave during the event to take people home. Organizers can also serve as monitors as long as they meet the above criteria.

Securing Alcohol and Cleaning Up
At the end of the event, the organizers are responsible for making sure that all remaining alcohol is locked up and secured. This means that all kegs and other alcohol- empty or otherwise- should be untapped and locked away. Any remaining alcohol that has already been served (i.e. cups of beer) should be collected and discarded.

The organizers should put together a clean-up crew to discard of trash and give the room a once-over at the end of the event.
The following is excerpted from http://www.dartmouth.edu/~sao/semp/definitions.html

The terms defined in this section are intended to be used in the context of Dartmouth College student social events.

**Social Event:**

1. Any activity that is sponsored by a student or organization and at which alcohol is present unless the event is held at an establishment licensed to sell alcohol (i.e., restaurant, hotel, bar, nightclub, etc.).
2. This includes, but is not limited to, events that are hosted or cosponsored by multiple individuals or organizations.

**Sponsoring Organization:**

1. Any Dartmouth College student, group of students, organization or living unit that pays for or otherwise provides alcohol, directly or indirectly, to attendees and/or registers, or should have registered, a social event in any College-affiliated space (residence hall room or common space; CFS, undergraduate or senior society physical plant; designated social space; etc.).
2. Sponsorship may be indicated by, but is not limited to, the names of the individuals or the organization on the registration form, and planning or agreeing to participate or attend the social event.
3. Sponsoring organizations are responsible for the social event from beginning to end. The organization is responsible for ensuring the safety of guests and security of the facility as well as compliance with all applicable laws, College policy, and the Social Event Management Procedures.
4. This definition also applies to co-sponsorship of social events.

**“Members Only” Event:**

1. Events that are only open to and attended by student members of one recognized student organization.
2. These events do not require registration or notification; however, each organization’s internal management procedures must include their specific plans for managing "Members Only" events.
3. Kegs are not permitted.
4. Promotion is limited to announcements to undergraduate student membership only.

**“Closed” Event:**

1. Events that are only open to and attended by members of one recognized student organization and their invited guests, not to exceed 80 people.
"Open" Event:

1. All open events and events with attendance at or exceeding 80 people.
2. These events must be registered. [http://www.dartmouth.edu/~sao/semp/eventreg-form.html](http://www.dartmouth.edu/~sao/semp/eventreg-form.html)

Guest:

Any person in attendance at a social event other than the hosts or member of the sponsoring organization holding the social event.

Intoxication:

Intoxication is identified by generally reliable signs. These signs may include, but are not limited to, the strong odor of alcohol on an individual's breath, slurred speech, impaired coordination, glassy eyes, or exaggerated emotions and behaviors. Students may be considered to have violated the College policy prohibiting public intoxication if their level of impairment attracts the attention of College, town, or other officials and warrants medical care. With respect to this policy, "public" is understood to be any place to which members of the community have general access, including hallways, common spaces, and rest rooms of administrative and academic buildings, residence halls, and CFS organizations. It does not include students' individual rooms.

Calculating Servings:

1.) Calculate the possible # of servings

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(\text{# of legal aged drinkers}) \times (\text{# of hours of Event}) = \# \text{ of servings allowed.}
\]

2.) Determine quantity necessary to accommodate # of servings.

Quick Reference: Containers of Servings:

1 Keg = 150 servings of Beer

1 Bottle (liter) of wine = 6 servings of wine

1 Gallon = 128 Ounces

1 Liter = 33.8 ounces

Quick Reference: Individual Servings

- 12 ounces of beer (non "ice" beer)
- 5 ounces of wine
- 1 ounce of distilled 80 proof spirits or hard liquor.