

Caltech

OFFICE OF
STUDENT
experience

STUDENT EVENT PLANNING & REGISTRATION HANDBOOK 2023 – 2024

SECTION I: STUDENT EVENT REGISTRATION AT CALTECH

This handbook is designed to ensure all recognized student clubs, houses, residences, governing organizations, and teams all have the resources they need to organize and manage their social events. Caltech requires undergraduate and graduate student groups to register events, if those groups that fall under Student Affairs or in a residential facility. Academic events are not registered through this process:

The following events must be registered:

- All events with alcohol service whether they are hosted on or off campus (Graduate Student residents in the Catalinas may host events with alcohol without registration if the event will have no more than 32 people)
- Events on campus with **50** or more people (without alcohol)
- Off-campus events with **30 or more** people and/or when a group is *traveling 30 miles or more* from campus (House retreats, ski trips, ASCIT and GSC formals, etc)
- Any event with *special access or materials* (Pumpkin drop, LN2, Animals, etc)
- Events that include **construction**
- Campus rally/protest/demonstration/vigils and memorials
- Events that feature a non-Caltech guest speaker
- Events that involve hosting another campus or program (Hacktech, Introduce a Girl to Stem Day, etc.)
- Any event where RLCs or Club Advisors request registration

The following events do not need to be registered, unless there is direct guidance from an advisor to do so:

- Academic Division events and beer hours
- Catalina recreation room events with less than 32 people.
- Club or group meeting
- Field trip with an academic option
- Outings with friends in Pasadena

Registering your Event

- When to register (see event descriptions below):
 - small events & parties must be registered at least 2 weeks in advance
 - large events & parties must be registered at least 4 weeks in advance
 - Off-campus events must be registered at least 4 weeks in advance
 - Trips must be registered.
- The approval process must begin before advertising, alcohol purchases, reservations, contracts, or construction can take place.
- If the approval process is started any later than outlined above, the website may not accept your registration and we cannot guarantee that it will be approved in time.
- If construction is not completed and approved at least 2 working days prior to the event, we cannot guarantee that it will be approved in time.
- Failure to receive approval in time will result in postponement of the event.

EVENT REGISTRATION ONLINE PROCESS

Visit the event registration website to register a new event: <https://spa.caltech.edu>.

- You will be asked to fill out an online form located on the website above.
- Once the form is submitted, please remember to attach any documents that will help describe your event.
- If you are planning construction with the event, please include floor plans and descriptions. **DO NOT BEGIN CONSTRUCTION UNTIL APPROVED TO DO SO.**
- Once complete, the event application will be reviewed by members of the Events team (see below).
- The team will make suggestions for how to improve your event so that it can be approved.
- If alcohol will be served, OSE will secure a bartender and charge your organization.
- OSE will pay for event security.
- Prior to the event, student event planners **MUST** host a prep meeting with relevant parties. You will receive the checklist and alcohol list that is approved for the event.
- Students are expected to have Orange Watch volunteers at their events, see the OW schedule for trainings in advance of your event.
- Students must follow the alcohol policies for the campus and Student Affairs.

EVENTS APPROVAL COMMITTEE

After the event information has been collected, it is referred to the Events Committee for approval. This committee is made up of members of the Housing Office, Office of Student Experience, Safety, Security, Risk Management, and Insurance. The committee is chaired by Erica Crawford, Director of Student Engagement.

ELIGIBILITY TO HOST AN EVENT

Recognized student groups who are in good standing can register events. These include approved student clubs, Caltech houses, other Caltech student housing residences and governing organizations, and athletic teams. Individuals who are not part of a club or organization and who wish to hold/sponsor an event should contact the Office of Student Experience (OSE) before they register an event. Division or Option sponsored events should go through their respective departments for approval.

If a student organization has been placed on social probation or interim suspension, they will not be eligible to host an event. If a student group is not recognized by the Institute as a student club or organization, they may not host an event, advertise their plans, or use Caltech facilities.

Weekend Registration Limits

Caltech will register no more than one large event for undergraduate and graduate students per weekend. This is to ensure coverage and safety on campus. To secure the date you desire in advance, you are encouraged to plan your events sooner rather than later. That way you can secure the weekend night that works best for your members.

Graduate students who wish to host an event in the Catalina recreation rooms may do so by completing the event registration process.

Interhouse party dates & student government formal dates should be reserved the year prior.

UNREGISTERED EVENTS

It is Student Affairs policy that residences, clubs, teams, and other recognized groups register their events. Failure to register events will be addressed by the approving party. Groups that fail to register events or host an unregistered party, will be required to follow-up with the appropriate people to discuss the issues and may face consequences. Those who register outside the required timeline will not be approved unless there are special circumstances.

TYPES OF EVENTS

- **Large Events:** Large events are events that include invitations beyond the house or organization, where there will be 100 or more people and where the scope of the event requires security, bartender, Orange Watch, etc.
- **Small Events:** Small events are private events that are non-invitation party events and where fewer people may attend (e.g., happy hours). These events require less oversight and support and therefore less lead time for registration.
- **Interhouse Parties:** All-campus parties (called Interhouse) are hosted by one of the undergraduate houses. These events are open to the rest of the undergraduate community. The party may or may not include construction. The dates for Interhouse are selected a year in advance.
- **Lectures, Performances and Movies:** Often have large audiences but are not considered large events (as described above). OSE will determine the support needs and if these need to be registered on a case-by-case basis.
 - **Formals:** Each year, ASCIT and GSC plan a formal for the undergraduate and graduate communities. These events are off-campus, and a ticket purchase is required. They include an organized formal evening of dinner and dancing. Graduate and undergraduate formals are held separately. Formals must be registered in advance and require busing. Formals cannot be approved without the review of the hotel or location contract.
- **Retreats:** Retreats are on or off-campus programs that allows student organizations to plan for the coming year. Funding is available to support these retreats from the Retreat Fund in Student Affairs. Alcohol is not permitted at student retreats when the retreat fund is being used. Caltech does not review contracts for off-campus retreat sites including VRBO, Airbnb, or for other types of housing.
- **Ditch Day:** Ditch Day events do not require registration through the registration portal/ website. However, they must be registered through the Senior Class officers and the Senior Director of Campus Activities and Engagement. Ditch Day registration is particularly complicated and therefore the Institute will host meetings to train students on this process. These meetings will take place in the spring term.
- **Off-Campus Events:** Off-campus events that are part of house or club activities must be registered if they meet the criteria for registered events (e.g., annual ski trips or house retreats).
- **Club Events:** Club events (on or off-campus) that meet the criteria must be registered with the Office of Student Experience (OSE) as set forth in the Student Affairs policies and procedures. The club must be registered and approved for the current club term for a club

event to be registered and for that group to reserve space on campus. Please refer to the Club Handbook for regulations regarding student clubs and organizations.

CAMPUS RALLIES, PROTESTS, DEMONSTRATIONS, VIGILS, AND MEMORIALS

While we ask that events of this nature are registered, we understand that the need to host an event under this category may not fall within the registration guidelines/timeline. Please reach out to the Office of Student Experience (OSE) at studentevents@caltech.edu with information regarding your event to ensure adequate support and resources.

CAMPUS NOTIFICATIONS

OSE will notify the following offices when an event is registered and approved: Safety, Security, Housing, RAs, RLCs, Deans, and Facilities.

WORKING WITH RESIDENTIAL LIFE COORDINATORS (RLCs)

Student events in undergraduate houses and in graduate student recreational rooms require the advising and approval of the RLC during the planning phase of the event. Staff from OSE will meet with student leaders and security prior to the start of events and events will be visited by the RAs and RLC on-call the night of the event.

WORKING WITH RESIDENT ASSOCIATES

If you are hosting an event in one of our houses or residences, please make sure your RA is aware and/or can attend your event.

MANAGEMENT AT EVENTS

House Social Chairs/Event Coordinators and Club Representatives must be present at all large events and events with alcohol and be trained in Orange Watch to help lead safe and responsible events, House Presidents are also strongly encouraged to attend events planned by their Houses and be trained as well.

While not all members of the executive board are required to attend an Orange Watch training, it is highly recommended to support a safe event. If leaders are not able to attend one of the Orange Watch dates, OSE and the Office of Equity and Title IX can host a special training.

Throughout the event registration process, students will be asked to identify coordinators for the event, construction, and orange watch. For each section the role of the coordinator and the responsibilities associated with this role will be defined. The coordinators should be a team and organize themselves together to work with the Office of Student Experience (OSE) on event registration, meetings, and coordination.

SERVICE REQUESTS

Service requests for student organized events/activities are submitted through Caltech Facilities Operations using an Aim request. The Aim request is located on the Caltech Webpage under Access. Facilities Operations' home page is located at <https://facilitiesoperations.caltech.edu>.

DAMAGE FOR EVENTS IN HOUSING

Charges for damages in the housing common areas will be assessed by the Housing Office and may be prorated by entry, floor, or building in cases where individual responsibility cannot be ascertained. The determination of what constitutes “damages” is the judgment of the Housing Office. Some House damage may be referred to a disciplinary process.

DAMAGE FOR EVENTS HOSTED BY CLUBS

Damage for events that take place in Institute facilities will be charged to the club hosting the event. These charges will be determined by the Facilities office. Some damage may be referred to a disciplinary process for follow up.

OCCUPANCY

Parties must be within safe limits and the size of the events must be within the occupancy of the space. Occupancy is determined in advance of the event and is posted within the space. Please contact OSE for occupancy information. Student organizers/hosts are responsible for ensuring that the occupancy numbers are not exceeded.

Events and other functions cannot become overcrowded to the point where safety is a concern, nor are events to continue so late that mechanisms for managing the event deteriorate. No event may exceed its maximum occupancy for the assembly space.

EVENT THEMES

All event themes are expected to be respectful and appropriate and will be reviewed as part of the approval process. Please include information regarding your event theme in your event registration form, including any references to the theme that you wish to make in event decorations, art, activities, theme dress, etc. Event coordinators may be required to reconsider or replace themes that are deemed culturally or socially insensitive or appropriating. Event coordinators may be required to consult with offices such as the Center for Inclusion & Diversity (CCID) and Equity & Title IX to discuss theme ideas.

AMPLIFIED SOUND AT EVENTS

During an event with amplified music, Security will monitor the sound level. If the music becomes too loud or there are noise complaints, the music must be turned down.

If the host group fails to turn down the music, the music will be turned off. All events must respect community quiet hours. These are:

Sunday – Thursday: 12am to 7am

Friday – Saturday: 2am to 7am

Houses should develop a plan for managing noise at their events. This plan should include periodic sound checks and student monitoring during the duration of the event.

CLEANING AFTER AN EVENT ON CAMPUS

A cleanup plan must be confirmed as part of the Event Registration form.

- For events in Hameetman, the Catalina Recreation rooms and other campus buildings, clean-up is required immediately following the event.
- For events in the undergraduate houses, food and perishable items must be cleaned immediately, other common areas changes need to be returned to their original state before the beginning of the next business day unless prior arrangements have been made.
- If construction clean-up is required, students must complete tear down and clean up within one week of the event – with the option to ask for a second week by emailing Caltech Housing and their RLC. After the second week, the houses will be fined.

SECTION II: ALCOHOL AND FOOD AT EVENTS

ALCOHOL POLICY FOR THE CALTECH COMMUNITY

Additional policies are included in Section VI of this handbook for your reference.

https://hr.caltech.edu/documents/2640/caltech_institute_policy-substance_abuse.pdf

BARTENDERS FOR EVENTS

Professional bartenders will be hired by OSE to serve all alcohol, and for large parties, wristbands must be used. **Student organizations are responsible for the cost of bartenders.** OSE will secure a vaccinated bartender as part of the event registration process. (Note: If the bartender fails to show, alcohol cannot be served.)

PURCHASE, DISTRIBUTION AND RETURN OF ALCOHOL

Students may only purchase alcohol according to a pre-determined formula based on the size of the event and the number of people in attendance. You will receive this approved list and amount within one week of the event. The alcohol list will also indicate how much water is required for the event. Alcohol can then be purchased and must be stored in an appropriate place. Alcohol purchases will be reviewed during P-card approvals. Unopened alcohol at the end of the event will be collected by Security and delivered to the OSE house. Opened alcohol will be dumped.

No alcohol is permitted during:

- Rotation
- Welcome Activities
- Undergraduate Orientation Events
- Ditch Day activities
- Summer activities
- Any time the Institute is closed.

WRISTBANDS

Wristbands are required for any large party involving alcohol. These will be distributed by Security or the RLC at the event.

FORMAL DINNERS

If the House wishes to have a social hour prior to the dinner and have wine available throughout the meal, the dinner must be registered as an event and the bartender must be arranged through OSE. Wine must be served by a licensed bartender to of-age students and guests. The Caltech policies for bartending (checking IDs, one drink per person at a time, etc.) and Student Affairs rules for liquor amounts apply. Of-age students and guests may take only one glass of wine or one beer to the dinner table. Students and guests are not allowed to bring their own alcoholic beverages to the social event or dinner.

If the House does not plan to serve wine, students are not required to register the formal dinner through the event registration process. However, they will need to coordinate with Caltech Dining Services and OSE; both offices should be informed in advance of the event to reduce the chance of any potential conflicts with other scheduled activities.

FOOD AND/OR CATERING

- If alcohol is being served, water and substantial food must also be provided.
- A water station in a convenient location central to the party is required.
- Depending on your needs, food and catering options are as follows:
 - Purchasing food and supplies yourself.
 - Campus Dining Services can provide catering (<http://dining.caltech.edu/catering>)
 - Use of an outside catering company/restaurant
 - Delivery of pizza
 - Food truck

SECTION III: CONSTRUCTION AND SECURITY

CONSTRUCTION

To launch and complete a successful construction project, please follow this process:

1. An event registration must be submitted to the OSE through the event registration protocol outlined at <https://ore.caltech.edu/event-reg>.
2. Students must complete a one-hour construction or tool training before they are allowed to work on party construction. For information regarding training, please contact Erica Crawford at ecrawfor@caltech.edu.
3. As part of the event registration, a construction coordinator must be identified – this person must attend all future construction meetings.
4. Construction coordinators are responsible for the following:
 - i. Keeping the construction area clean and safe while the event is under construction.
 - ii. Ensuring that all tools are be put away/stored when work is not actively being done on the construction project.
 - iii. Checking to make sure all electrical cords are unplugged when not in use.
 - d. Confirming that nails, screws, sawdust, and other debris are swept/picked up daily during construction.
 - iv. Making sure all wood beams, planks, and scraps are stacked neatly and not

- obstruct any walkways and that tarps should be available to cover the construction site in case of any inclement weather.
- v. Preventing issues with painting by taking the appropriate steps to avoid spills/damage to the house/courtyard. Paint and painting supplies should be sealed and stored when work is not being done on the project. Any paint damage will be charged to the house.
- vi. Monitoring construction schedule and enforcing quiet hours. Construction should stop after quiet hours and the quiet hour policy applies to noise due to construction. The quiet hour policy states:
 1. Noise should always be kept at a reasonable level.
 2. The institute has quiet hours after 12AM Sunday through Thursday and 2AM Friday and Saturdays.

Failure to maintain a safe and clean construction site will result in fees based on the labor required to clear the area. The House will face delays if the construction area is not clean and safe.

5. A diagram of the project needs to be submitted and approved by Facilities prior to the start of the building. A copy of the approved project outline must be added to the event registration on file.
6. A meeting of all the relevant construction approvers, including OSE, Facilities, Safety and Housing, must take place before houses can begin their projects. To set up this meeting and all subsequent meetings, please email ecrawfor@caltech.edu and studentevents@caltech.edu. The construction coordinator must also attend this meeting.
7. After the initial approval meeting – the construction coordinator and all relevant parties must meet again mid-way through the project and again near the end of the work, but in advance of the party for two final approvals.
8. If the event falls on a weekend, the construction must be cleared by the first business day following the one-week grace period. A second week extension can be requested by contacting Juan Balcazar (juan.balcazar@caltech.edu) and Joe Bennethum (jbenneth@caltech.edu) before the first clean up deadline. If the clean-up is not complete, the Caltech Housing office will charge the group for the cost of the work.
9. These building guidelines are general in nature and not intended for permanent construction.
 - a. All raised platforms will be no more than 4' in height from the lowest ground level and include guardrails around the perimeter (top rail at 42" and mid rail at 21").
 - b. DJ stands/booths must be at existing floor height.
 - c. All steps are to be 7" maximum, minimum 4".
 - d. All treads shall be closed to eliminate trip hazard.
 - e. Platforms shall be supported by 2X4's and/or 4X4's no more than 4' on center.
 - f. Platforms shall have a continuous 2X4 supports running along the entire perimeter of each section.
 - g. Platforms shall have cross bracing of a "X" style on no less than 2 sides of each section.
 - h. Decking shall be 3/4" plywood or OSB board.
 - i. OSB board shall be replaced every 3 years or if it gets wet.
 - j. Exterior Plywood shall be replaced every 5 years.
 - k. All exposed surfaces shall be painted.
 - l. All platforms shall be inspected before any sections are covered

- or hidden from view.
- m. Decorative Wall boards may be added along the perimeter as desired. k
- n. Wall boards must have approved supports.
- o. All finished structures shall be inspected before use.

10. Tips from students and staff:

- Do not block entrances or exits.
- Do not leave materials or tools in the rain.
- Sawdust can get in drains and cause problems and clog pipes, which can be expensive for the house.
- Be sure to get trained before using tools, building, etc. Injuries can happen.
- There are formal inspections and informal ones all the time so clean up the area each night.
- Music during construction is fine – but watch the quiet hours.
- Wear safety goggles and closed-toe shoes.
- Keep your RA and RLC updated on progress and needs.
- Nails and other sharp items cannot be left out – students walk around barefoot and in flip flops and this has caused injuries.
- Have a clean-up plan ready to go to avoid fines.

CONSTRUCTION TIMELINE

1. Students must register their events with construction at least 4 weeks in advance.
2. Students must submit construction designs and plans. Please include the types of screws, bolts, and nails you plan to use.
3. Students must attend all required review and approval meetings. Construction meetings are predetermined, and students should work to meet those dates.
4. All students participating in construction must be tool and safety trained.
5. The construction must be complete at least 3 days in advance of event date.
6. The construction must be cleaned in advance.

SECURITY

Security officers are assigned as determined by the number of participants anticipated at the event. Sponsoring organizations are responsible for the cost of security; however, OSE financial support is available for those who need help.

To assist with planning, the following chart should be used as a guide:

Event Type	Security Requirements	Oversight Requirements
Small events without alcohol; less than 75 attendees	Security patrols only	Student management and Security patrols

Small events with alcohol; less than 50 attendees	1 Security officer required with patrols from others: more if necessary	Student management, Security Patrols, Resident Associate, Orange Watch, notification to PFD
Large parties without alcohol	Security required; at least 1 officer per 300 attendees or more as determined by Security	Student management, Security team present, Resident Associate, Orange Watch, notification to PFD
Interhouse and large parties with alcohol	Security required; at least 1 officer per 100 attendees or more as determined by Security	Student management, Security team present, Resident Associate, Orange Watch, notification to PFD

Security will evaluate all events and will report incidents that occur at events. These will be reported to the on-call RLC, the Office of Student Experience, and – if there is an immediate issue – the Assistant Vice President. To assess next steps, follow-up with the host organization will be required to address disciplinary issues, recurring behavior, or problematic incidents at the event.

EMERGENCY PROCEDURES

Students are expected to contact Security at 626-395-5000, immediately, if individuals appear severely intoxicated and/or impaired. In case of emergency, call 911.

SECTION IV: ORANGE WATCH

ORANGE WATCH PROGRAMMING AT STUDENT EVENTS

Orange Watch is a student oversight program that is part of Caltech’s commitment to monitoring and managing safe events. Orange Watch (OW) consists of a team of students trained by Caltech in party management. The OW volunteers attend events and abstain from drinking alcohol at the event they are working. Students serving as Orange Watch volunteers check on the safety of fellow students, offer support to their peers, and call for help if needed. For more information, please contact studentevents@caltech.edu or equity@caltech.edu.

Orange Watch Volunteers:

- Are required to participate in OW training. This training covers health and safety practices, safe party planning, resource referral information, and Caltech policies including the Good Samaritan Policy.
- Can be identified by bright orange tags at parties. Health Advocates on OW are further identified by a button with a red cross.
- Rotate through the events and identify individuals who may be at risk for alcohol misuse and other concerning behavior. These volunteers call for help or intervene when necessary.

- Can serve on two different shifts including serving on-site or being on-call to monitor the residence or come to the event location if needed.

ORANGE WATCH ORGANIZATION

OW works best if student groups designate one person to be their OW representative. This person can then be responsible for organizing their OW roster for events. Prior to the party, the representative should compile the names and contact information (phone number, email, etc.) for OW volunteers who will be working their house's/residence's OW shifts.

- OW rosters for each party must be organized by the Wednesday prior to the party to give enough time to work out problems. Please submit these rosters to the Director of Student Engagement, and the RLC and RA(s) helping with the event.
- Everyone should take a turn being an OW volunteer.
- OW volunteers should attend the pre-meeting at large events.

SECTION V: OFF-CAMPUS EVENTS AND WAIVERS

RECOGNIZED STUDENT GROUPS DISCLAIMER

Agreement in Advance of Scheduling Recognized student clubs, student government organizations and their committees, teams, and house/residential communities (collectively, "Student Groups") may, with permission from the Institute through our event registration process, book and pay for off-campus residential space using Institute funds. These spaces may be reserved with Caltech funds only under the following conditions: (1) The Institute has approved the event, (2) Student Groups understand that the contract can be cancelled by the Institute if there are health, safety, weather, discipline, interim measures, or other grounds that warrant such actions, (3) Student Groups understand that all Caltech policies apply on the trip and further agree to report incidents that warrant Clery, Title IX, and other reporting responsibilities, (4) all student drivers and attendees have completed the required paperwork, and (5) Student Groups understand that they will not receive a refund from the Institute for lost deposits or payments. Student Groups also acknowledge and agree that travel may be delayed or become impossible due to causes beyond the control and without the fault or negligence of the Institute. Such causes shall be known as "force majeure occurrences" and may include, but shall not be limited to, the failure of any third person to deliver goods or services to the Institute, fires, earthquakes, floods, strikes, unavailability of energy, communication lines or resources, delay in transportation, epidemics/pandemics, or other health emergencies, acts of God or of the public enemy or acts of civil or military authority. In the event of any force majeure occurrence, the Institute shall use its reasonable efforts to advise the parties if it is unable to timely perform any of its duties and obligations. (6) Student Groups are responsible to follow all off-campus residential space regulations, including age limits, booking requirements, guest count, etc. Caltech staff cannot book or serve as point-of-contact for any such agreements. Additionally, this will include anything regarding rental cars and/or rental related expenses.

OFF-CAMPUS EVENTS

Students are permitted to have events off-campus. In some cases, these events must be registered

through ORE.

- You must register off-campus events that are more than 30 miles away and/or include more than 30 attendees. When you register your event, you must identify the location, transportation plans, funding, and list all the students involved and who plans to attend. Waivers are also required for these events. A checklist has been provided below that identifies additional expectations.
- Off-campus events involving alcohol are required to use third-party transportation; however, off campus events that don't involve alcohol are strongly encouraged to also use third-party transportation or a ride share company. The Office of Student Experience can help coordinate this transportation.
- Please also note that Caltech will not take responsibility for damages occurred in or to any cabin, lodge, or other rental locations for students. This includes Airbnb, VRBO, or other similar rental websites. These contracts are with individuals, and not with the Institute.

WAIVERS

Event	Type of Transportation?	Does it Need to be Registered?	Required Waivers?	Where to Get them?	When are they Due?	Other Required Paperwork?
House/Club event with high-risk activity (e.g., broomball, ice skating, trampoline, sky diving, rock climbing) as defined by CIT.	Depends on location and activity.	Yes, depending on the activity.	Maybe. OSE will need to make the determination. Please contact ecrawfor@caltech.edu	OSE will distribute waivers.	At least two business days prior to the event.	May also need event registration form.
House/Club Event with alcohol but within walking distance of campus	Walking to the event	Yes	No, unless CIT determines a dangerous additional activity.	NA	If a waiver is needed, submit within two business days prior to the event	NA
House/Club Event without alcohol with less than 30 people, <u>within 30 miles of campus</u> and <u>WITH an</u>	Student Drivers allowed	Yes, depending on the activity.	Maybe. OSE will need to make the determination.	OSE will distribute.	If a waiver is needed, submit within two business days prior	No

<u>activity of higher risk.</u>			Please contact ecrawfor@caltech.edu		to the event	
House/Club Event: No alcohol, driving <u>more than 30 miles.</u>	Student Drivers allowed; bus encouraged	Yes	Waiver for Driver, passengers, and minors riding in student vehicle. Waivers for all passengers and minors taking the bus	OSE will distribute after the event has been registered.	Two business days prior to the event	No
House/Club Event: Alcohol will be served, <u>within 30 miles</u>	Bus (Required under these circumstances)	Yes	Waiver for all passengers	OSE will distribute after the event has been registered.	Two business days prior to the event.	Yes. Proof of insurance with min of 1 million in coverage listing Caltech as a co-insured.
House/Club Event: Alcohol will be served, <u>more than 30 miles</u>	Bus (Required under these circumstances)	Yes	Waiver for all passengers, special waiver for minors	OSE will distribute after the event has been registered.	Two days prior to the event	Yes. Proof of insurance listing with 1 million in coverage and listing Caltech as a co-insured.

Any House/Club event off campus after an event on campus with alcohol	Bus is required.	Yes.	Waivers for all.	OSE.	Two days prior to the event.	Yes. Proof of insurance listing with 1 min in coverage and listing Caltech as a co-insured.
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Consent, Release, and Assumption of Risk Waivers will be required and must be signed by participants prior to any student organization off-campus event where Institute funds or resources are provided for the event.

Drivers' forms are also required for any student driving other students as part of an Institute sponsored activity. The signed waivers and required attachments (Copy of valid license and proof of insurance) need to be returned to the Office of Student Experience 48 hours prior to departing from campus. Email ecrawfor@caltech.edu to request copies of waivers and driver forms.

BUSES AND THIRD-PARTY TRANSPORTATION

The Institute requires a bus, shuttles or rideshare service to any event where alcohol will be served. Buses, shuttles or rideshare options are also recommended for events without alcohol to support student safety. OSE will secure all buses on behalf of students to ensure that safety and insurance requirements are met. If you require transportation for your event, please contact OSE for support at studentevents@caltech.edu.

SECTION VI: INSTITUTE POLICIES

GOOD SAMARITAN POLICY

<https://deans.caltech.edu/HonorCode/GoodSamaritanPolicy>

As you know, it is always Caltech's goal to have safe events. With that in mind we have a Good Samaritan policy to encourage healthy decision making:

*The safety and health of our students is our primary concern. Alcohol intoxication requiring medical attention is considered a health issue, therefore, the primary Institute response is a medical one. Caltech acknowledges that there may be times when students may face medical emergencies involving excessive drinking and/or drug use. In these situations, **it is the immediate obligation of those in the presence of a severely intoxicated person to seek help.** In order to encourage students to seek prompt and appropriate attention for alcohol or any other drug intoxication, where a student clearly sought help for themselves or another student due to excessive alcohol or other drug consumption, the matter ordinarily will not result in disciplinary action unless there are circumstances indicating repeated or egregious violations of the Substance Abuse policy, a violation of another Institute policy, or where the student's conduct placed the health*

or safety of any other person at risk. Failure to call for assistance will be considered an especially serious violation of policy.

This policy is applicable to a student requesting medical assistance for themselves, a student seeking medical assistance for another person, and the student for whom the medical assistance was sought. Students may be required to participate in educational discussions designed to help prevent future safety risks.

SUBSTANCE ABUSE POLICY

http://hr.caltech.edu/documents/2640/caltech_institute_policy-substance_abuse.pdf

GENDER-BASED MISCONDUCT

https://hr.caltech.edu/documents/2925/caltech_institute_policy-gender_based_misconduct.pdf

UNLAWFUL HARASSMENT

http://hr.caltech.edu/documents/2641/caltech_institute_policy-unlawful_harassment.pdf

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

http://hr.caltech.edu/documents/2647/caltech_institute_policy_nondiscrimination_and_equal_opportunity_employment.pdf

VIOLENCE PREVENTION

http://hr.caltech.edu/documents/2924/caltech_institute_policy-violence_prevention.pdf

RESIDENT GUIDE

<http://housing.caltech.edu/documents/7074/ResidentGuide2019.pdf>

HAZING PREVENTION POLICY

http://studentaffairs.caltech.edu/documents/6877/Hazing_Prevention_Policy_September_2019_FINAL_xp3mrFj.pdf

SECTION VII: EVENT CHECKLISTS

CHECKLISTS FOR LARGE EVENTS WITH ALCOHOL SERVICE

BEFORE THE EVENT

REGISTRATION

- Registration submitted on time
- Conversation with Office of Student Experience (OSE) takes place

- Theme is in line with Caltech values

ALCOHOL

- Alcohol estimate form is filled out – talk with OSE
- Alcohol is purchased appropriately
- Bar set up on time
- Related alcohol events (e.g., pre-gaming) are addressed/managed

CONSTRUCTION

- Construction approved on time
- Access point in and out are identified and plans made

SECURITY

- Security requested and confirmed

STUDENT STAFFING

- Orange Watch team sign up for event

PUBLICITY THEME

- Approved

PROGRAMMING

- Host an event to prepare for and outline expectations for behavior, drinking, safety

FOOD

- If alcohol is being served, water and substantial food must be provided

OCCUPANCY

- Anticipated attendance cannot exceed occupancy limits for the location

DURING THE EVENT

REGISTRATION

- Registration accurately reflects event
- Party begins and ends on time

ALCOHOL

- Wristbands are provided for Interhouse and large events
- ID checks conducted
- Alternative beverages and substantial food provided
- Bartenders present, distributing legally
- Related alcohol events are addressed/managed; overly intoxicated students are cared

for/not admitted

CONSTRUCTION

- Construction structures are utilized properly
- Access points in and out are monitored appropriately
- House/courtyard occupancy is managed

SECURITY

- Communication with Security by house leaders
- Security rotation through facility

STUDENT STAFFING

- Hosts are identifiable, address problematic behavior
- Orange Watch team present, sober, and available during event

FOOD

- Adequate food and non-alcoholic drinks easily available for all attendees
- If alcohol is being served, water and substantial food must also be provided. The amount and kind of food must be included in the Event Registration form. Include name of person or catering service providing food, along with contact information.

NOISE LEVEL

- Were there noise complaints
- If so, was the volume turned down or shut off

OCCUPANCY

- Students are managing the size of the event within occupancy limits

CLOSURE OF EVENT

- Music off and crowd dispersed

AFTER THE EVENT

AFTER-PARTY COVERAGE

Since drinking and its effects may continue after the party ends, we suggest having coverage for a brief period after the party. To ensure students have a familiar face they know they can get help from, we suggest there be one person OW from each house and residence on-call for one hour after the event.

REGISTRATION

- Follow-up/reflection with Event Management staff

ALCOHOL

- Alcohol returned via security, per guidelines

CONSTRUCTION

- Construction removed on time
- No physical damage (building, grounds, furniture, etc.)
- Any space used cleaned up back to original condition within 24 hours (or framework designated by Housing Office)

SECURITY

- Security reports appropriate utilization and communication and party management
- Party ends, event closes without problems
- Security to complete party evaluation and submit to Office of Student Experience

STUDENT STAFFING

- Orange Watch team communicated and followed up with any incidents
- No after party violations

CLEAN-UP

- Immediately after the event, or at least before the beginning of the next business day unless prior arrangements have been made
- If there was construction, must be cleaned-up by the second Monday post-event

REPORTING

- All parties may submit a review of the event to studentevents@caltech.edu

Checklist for Meeting the Night of an Interhouse Party

There is a mandatory pre-event meeting before each interhouse party. This checklist provides information on attendance, agenda, and reminders for the meeting.

Attendance **30 minutes before event start time**: RLC, RA, Security, House president, Social Chair, Social/Event Coordinator, RA, Orange Watch Volunteers, Bartenders, Other Staff Support for the event.

Facilities:

- Review construction structures are utilized properly.
- Access points in and out are monitored appropriately.
- Formalize entrance to events and coverage for other entrances.
- Make sure lighting allows people to evacuate if necessary.
- Egress is properly identified and not blocked.
- Identify where people will be stationed.

Alcohol:

- Bartender service only
- Confirm where service will be located.
- Review approval sheet alcohol list and purchased volume match.
- Identify where IDs will be checked.
- Confirm wristband management.
- Birthdate list for 21 and up attendees
- Confirm that security will remove extra alcohol at the end of party. Alcohol to go to OSE.

Food and Beverage:

- Substantial food and non-alcoholic drinks easily available for all attendees throughout the party (not just chips or candy)
- Water must be provided and available outside and in the quantities noted on the alcohol sheet.

Oversight and Emergencies:

- Orange Watch plans reviewed.
- Review Good Samaritan policy.
- Call 5000 for help.
- Confirm that gatherings beyond the events are addressed/managed.
- Overly intoxicated students are cared for/not admitted.

Noise Level:

- Review noise complaint policy
 - o First complaint the volume must be turned down.
 - o Second complaint it will be shut off.

Clean-up and Tear Down:

- Identify who is responsible for clean up:
 - o Contact information: _____
- Immediately after the event perishables and food items must be cleaned up and stored or thrown away in the proper receptacles; cables, cords and anything that presents a safety or tripping hazard must be cleaned up and stored.
- Beginning the next day, trash and clean up must begin unless prior arrangements have been made.
- If there was construction, must be cleaned-up by the second Monday post-event – House must ask for an extension if they need more time.

CHECKLIST FOR OFF-CAMPUS EVENTS

- Register event if 30 miles from Caltech Campus and/or more than 30 people.
- Meet with the Office of Student Experience to discuss and submit waiver for off campus events (email studentevents@caltech.edu to make an appointment).
- Be aware that you may need to cancel, and the Institute will not reimburse the group.
- Arrange for bus transportation or other alternate transportation (e.g., ride share) if alcohol will be served.
- Strongly recommend arranged transportation for all trips over 30 miles from Caltech campus, especially ski trips
- Strongly encourage off-campus events to be in locations where cellphone service is available.
- Student drivers must complete a separate driver form in addition to a waiver. Drivers are required to submit copies of valid driver license and valid proof of car insurance.
- Make sure contracts with VRBO, Airbnb, etc. are made through a student account, and not an Institute account. All contracts must have an adequate cancellation policy.
- All damage to rental properties, airbnbs, etc. are charged to the hosting group.
- Plan for inclement weather and other problems.
- All Institute Policies, including Student Affairs Policies must be followed.

SECTION VIII: DITCH DAY, FAKE STACKS & PRANKS

Ditch Day Stacks and Fake Stacks

Information on Ditch Day stacks is collected by the Senior Class Presidents. Each stack is assigned an identifier (such as Avery 1, Avery 2, etc.) by House and stack number. Stack theme, participants, contact info and an outline of activities is included in this information. This information is then sent to the Senior Director of Campus Activities and Engagement. The Institute arranges meetings with each of the stacks beginning the start of Spring term. These meetings are used to review stacks and to provide advise and consent to the activities. Seniors will potentially have to contact a large number of individuals to gain permission to access and use various parts of campus (i.e., Athletics, academic divisions, Facilities, etc.). The Senior Class Presidents maintain a list of locations for use in stacks (with contact formation) and compile the schedule for stacks for these locations. A final approval meeting is arranged closer to Ditch Day where representatives from multiple offices are available in one room (at the same time) to provide a final review of the stacks.

Fake stacks happen on two levels, campus-wide and House by House (individual). Campus-wide stacks are always coordinated with the Senior Class Presidents, Senior Class House Representatives, and the Senior Director of Campus Activities and Engagement in consultation with the appropriate individuals and offices. Students planning individual House fakes should contact mannon@caltech.edu. You will then be directed to the correct individuals for approvals. All fakes are shared with the Events Committee.

Pranks

All Pranks must follow the pranks process as indicated at:

https://docs.google.com/forms/d/e/1FAIpQLSc9fzXWz9xwP_nGYP36Wroi-h9iYriZXg8GSagvEX9nLN44-A/viewform