

# Facility Use and Event Request Form

## Alcoholic Events

This form must be completed for all events in which Pomona College facilities are to be used and alcoholic beverages are scheduled to be served. Facility use requests for alcoholic events must be filed in the Campus Center seven (7) days in advance of the event. **Completion of this form does not guarantee use of the requested space, a member of the Campus Center Staff will contact you if there is a space conflict or your event is not approved.**

Date of Event: \_\_\_\_\_ Starting Time: \_\_\_\_\_ am/pm Ending Time: \_\_\_\_\_ am/pm

How much time do you need to set up/tear-down? Before the event: \_\_\_\_\_ After: \_\_\_\_\_

Room/Space Requested: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_

Individual Responsible for Event: \_\_\_\_\_ Phone # \_\_\_\_\_

Campus Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Open to All 6 Colleges? Yes No

Please provide a brief description of the event: \_\_\_\_\_

\_\_\_\_\_

Type and Amount of beer or wine to be Served: \_\_\_\_\_

\_\_\_\_\_

Type and Amount of Non-Alcoholic Beverages to be Served: \_\_\_\_\_

Type and Amount of Food to be Served: \_\_\_\_\_

Setup Needs (Tables, Chairs, etc.): \_\_\_\_\_

We, the undersigned affirm that we have read and understand all policies and regulations pertaining to events, alcohol, publicity, guests and security on the Pomona College campus. We agree to assume responsibility for ensuring that these policies are enforced throughout the duration of the event and will take responsibility for ending the event should a violation occur. We the undersigned will remain present for the duration of the event and understand that non-compliance with the alcohol policy may include, but are not limited to, restriction, suspension, loss of organizational status or referral to appropriate college authority or judiciary body for disciplinary action. We accept responsibility for damage, security, and cleanup charges which may be incurred as a result of this event.

\_\_\_\_\_  
Print Name (must be 21) Signature/DOB Phone #

\_\_\_\_\_  
Print Name Signature Phone #

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Event Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Reason \_\_\_\_\_

Campus Center Staff Member: \_\_\_\_\_ Reservation #: \_\_\_\_\_

## Event Policies:

### **Publicity**

Campus events are understood to be private events by virtue of their restriction to students, faculty or staff of any one or all of the Claremont colleges and their guests. No publicity of any kind is allowed outside the immediate boundaries of the colleges without permission from the Smith Campus Center. All reference to or suggestion of alcohol is prohibited in event publicity. The Campus Center Staff reserves the right to deny the authorization of any publicity violating the publicity regulations and guidelines.

### **Guests**

Event organizers will assume full responsibility for all guests. Each guest is to carry a completed guest pass. No individual at the event may bring more than two guests. Guest passes are available at the Residence Hall Desks, or the Smith Campus Center, ASPC Office. All guests will be held to the same rules and regulations as Pomona Students. Any guests who wish to consume alcohol must be at least 21 and show a valid ID.

### **Security**

The Campus Center will arrange for security, if necessary, and control number and placement of Security Officers at the event. Event organizers may be responsible for any financial costs incurred for these services.

### **Approval Signatures**

- All events in Pomona College Dining Halls must be approved by the Director of Pomona Food Service and the Dean of Students.
- All events in the Sontag Greek Theatre must be approved by the Associate Dean of Students and Director of the Smith Campus Center.

### **Party and Social Event Regulations**

The College allows student organizations and individual students to register parties and social events that serve alcohol ("registered events") in specified campus locations. The College reserves the right to revoke or alter the specific spaces in which registered events can be held and the frequency with which registration may occur.

#### **A. The following regulations apply to all registered events:**

1. Beer and wine are the only alcoholic beverages that may be served or consumed at registered events.
2. Beer includes all fermented beverages with an alcohol content of up to 6%. Wine includes champagne and other sparkling wines with an alcohol content of up to 14%.
3. Alcohol may not be purchased with funds collected as mandatory fees by the College, including all fees turned over to the ASPC by the College for the purpose of supporting student activities.
4. Alcoholic beverages may not be sold at any campus event without an appropriate State license.
5. Alcoholic beverages may not be served at registered events that are open to the general public.
6. Events at which alcohol is served may not be registered during reading days or during the final examination period.
7. Consumption or possession of alcohol at athletic events is prohibited.
8. Alcohol may not be served at study breaks.
9. A study break is an event that is limited in duration (1-2 hours) and intended to provide a time to relax after studying.
10. Individuals are prohibited from bringing their own alcoholic beverages to any registered event or from taking alcoholic beverages out of events or social functions.
11. The number of people attending a registered event who may legally drink will determine the amount of alcoholic beverages available.

#### **B. The following regulations apply only to registered events held in public space:**

1. Locations in which this category of events may currently be registered include: Smith Campus Center locations (Edmunds Ballroom, the Courtyard, Doms Social Room (Room 18), Winslow Recreation Room (Room 214)); Sontag Greek Theater; Eversole Courtyard; Social Room 4 and Grooveline (Social Room 5); Walker Courtyards; Clark V Courtyards; Clark I Courtyards; Harwood Courtyard; Bixby Plaza; Seaver Theater Courtyard; the lobby of Bridges Auditorium; Frank Dining Hall; and Frary Dining Hall.
2. Alcohol may not be mentioned or depicted in advertisements for events, including posters, banners, flyers, e-mails or general invitations.
3. Events at which alcohol is served must be registered with and approved by the Office of the Campus Center and Student Programs in Suite 244 of the Smith Campus Center.
4. Only students of The Claremont Colleges who present valid identification cards and their guests with guest passes are permitted to attend registered events. Guest passes may be obtained at any Resident Advisor desk, at the Office of Campus Life, or at the Smith Campus Center Building Manager's window.
5. Identification that provides proof of age (such as a driver's license, a Claremont Colleges identification card, or a passport) must be presented and checked at the point of alcohol service.
6. Registered events in public space must have one or more of the College's servers on duty at all times to serve alcohol. Servers ensure that only those are served who: 1) are 21 years of age or older; 2) possess identification that confirms their age; and 3) are not intoxicated. No event with alcohol may begin or continue without a College server in charge of alcohol distribution. Servers are hired by the Office of the Campus Center and Student Programs after an event is registered.
7. Campus Safety Officers must be hired for the duration of public events at which alcohol is served. Campus Safety Officers are hired by the Office of the Campus Center and Student Programs after an event is registered.
8. All registered events in public space must have a host or hosts who are present for the duration of the event. If alcohol is served, at least one host must be 21 years of age or older. Hosts contact the Office of the Campus Center and Student Programs to arrange appropriate numbers of servers and Campus Safety officers and to ensure that the party does not begin or continue without their presence. Hosts are also responsible for ending the event at the agreed upon time and for ensuring clean-up of the event site.
9. High-quality non-alcoholic beverages and attractive food must be readily available and accessible at social events throughout the duration of the event.

#### **C. The following regulations apply only to registered private events:**

1. Students over 21 years of age who have participated in the College's host safety training program may register wine, a single pony keg or a single keg of beer for a social event in the following spaces: The Doms Social Room in the Smith Campus Center, Smiley Lounge, Blaisdell Lounge, Lyon Lounge (room B-12) and Oldenborg room B8.
2. Events of this nature may occur only on Friday and Saturday nights for up to four hours anytime between 5:00 PM and 2:00 AM. They must be registered with and approved by the Office of Campus Center and Student Programs at least 24 hours in advance.
3. The student registering the event shall be considered the event host. Hosts must: 1) ensure that no student who is obviously intoxicated or under 21 years of age is served; 2) ensure that the event does not violate the College noise policy; 3) ensure that the event does not spill over into public space; 4) ensure that the event is not excessively crowded; 5) be present and sufficiently sober to carry out all hosting obligations for the duration of the event. Hosts who fail to fulfill any of these obligations will no longer be permitted to register an event and will face sanctions.
4. Private parties may not be advertised. Any beer or wine served at private parties must be provided and paid for by the host(s).

### **Other requirements for events which Serve Alcohol**

- The amount of alcoholic beverages available at events shall be responsibly limited by the proportions of those attending who may legally drink.
- Only clear cups shall be used at events with alcohol.
- No person will be allowed to leave with alcohol from an event at which alcohol is being served.
- Only trained servers scheduled by the Smith Campus Center Staff may serve alcohol at public events.