

2020 Handbook

Caltech

**STUDENT
EVENT, AND
ACTIVITIES**

OFFICE OF
RESIDENTIAL
experience

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**EVENT
DETAILS,
PROPERTY
DAMAGE,
AMPLIFIED
SOUND, AND
CLEAN-UP**

EVENT REGISTRATION AT CALTECH

This Handbook is designed to ensure student organizations, including houses, residences, clubs, governing organizations, and teams all have the resources they need to organize and manage their social events.

Caltech requires these student groups – undergraduate and graduate - to register some of their events. Please make note that events need to be registered by House Presidents, Social Chairs (SOC team members), Club leaders or by someone who is trained by the Student Activities and Programs Office.

The student organizational events that must be registered include:

- On-campus events of more than 15 attendees with alcohol service (e.g. large parties like Interhouses or small parties like Happy Hours)
- On-campus events of more than 50 individuals without alcohol service (e.g. ASCIT Cupcake Decorating)
- Off-campus events where Caltech funds will be used (e.g. ASCIT and GSC formals), alcohol will be served, or a group of 50 or more is traveling more than 30 miles from campus
- Any event where chemicals will be used (e.g. LN2 ice cream)
- Events that include construction activities (e.g. Interhouse construction)
- House events, GSC and ASCIT sponsored events off-campus
- Undergrad formal dinners
- Catalina recreation rooms must use a bartender when there are more than 25 attendees

EVENT REGISTRATION ONLINE PROCESS

The website to register a new event is: spa.caltech.edu.

You will be asked to fill out an online form, located on the website above. Once the form is submitted, the Student Events Coordinator will contact you to go over the form and then arrange for the necessary approvals. 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.

EVENT REGISTRATION TIMELINE

- Interhouse events must be approved by the community in advance of the academic year.
- Large parties must be registered 4 weeks in advance.
- Off campus events must be registered 4 weeks in advance.
- Small parties must be registered 2 weeks in advance.

EVENTS APPROVAL COMMITTEE

Events are registered with the Events Office. 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, Student Activities, Office of Residential Experiences, and Security.

ELIGIBILITY TO HOST AN EVENT

Recognized student organizations, who are in good standing, can register events. These organizations are defined as and include approved student clubs, Caltech houses, other Caltech student housing residences and governing organizations, athletic teams, office groups, etc. If a student organization has been placed on social probation or interim suspension, they will not be eligible to host an event. At the same time, if a student group is not a recognized by the Institute as a student club or organization, they may not host an event, advertise their plans, or use Caltech facilities.

Caltech will register no more than one large event for undergraduate and graduate students per weekend night. 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. If alcohol is being served, the cost of the bartender will be billed to the host student.

UNREGISTERED EVENTS

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, there will be 100 or more people and/or 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 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 Interhouses) 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 Interhouses are selected in advance.

2019 Interhouse Party Dates:

November 16	PAGE	March 7	DABNEY
February 1	RICKETTS	April 11	LLOYD
February 8	AVERY	April 25	BLACKER
February 29	RUDDOCK	May 23	FLEMING

- **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 undergrad 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, Air B&B, 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 Office of Student Activities and Programs (SAP). Ditch Day registration is particularly complicated and therefore the SAP Office will host meetings to train students on this process. These meetings will take place in the spring term. For additional information, please set up a meeting with Tom Mannion, Senior Director of SAP.

- **Pre-Frosh Experience:** Pre-frosh experience, previously called Pre-frosh Weekend, is an annual spring recruitment event when admitted students visit campus for three days and experience life as a Caltech student. This includes events in the houses and around campus. House events over this weekend must be registered.
- **Alumni Weekend:** Each year, Caltech alumni are invited back to campus for Reunion Weekend and Seminar Day. This includes events in the houses. These events must be registered.
- **Off-campus events:** Off-campus events that are part of house or club activities must be registered (e.g. annual ski trips or house retreats).
- **Club Events:** All club events (on or off-campus) must be registered with Student Activities and Programs as set forth in the Student Affairs policies and procedures. The club must be registered and approved for the current club term in order for a club event to be registered and for that group to reserve space on campus. Please make sure to refer to the Club Handbook for regulations regarding student clubs and organizations.
- **Individual Events:** Graduate students only

CAMPUS NOTIFICATIONS

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

WORKING WITH RESIDENT ASSOCIATES AND RESIDENTIAL LIFE COORDINATORS

Student events in undergraduate houses and in graduate student recreational rooms require the advising and approval of the RA and/or the RLC during the planning phase of the event. Staff from ORE will meet with student leaders and security in advance of events and events will be visited by the RAs on duty the night of the event.

SOCIAL TEAM MANAGEMENT AT EVENTS

House Social Chairs/Event Coordinators and Club Representatives must be present at all large events and trained in Orange Watch in order to help lead safe and responsible events, House Presidents are also strongly encouraged to attend 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 in order to support a safe event. If leaders are not able to attend one of the Orange Watch dates, the Events Office can host a special training.

Throughout the event registration process, students will be asked to identify coordinators for the event, construction, chemicals, 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 Students Activities and Programs Office on event registration, meetings, and coordination.

SERVICE REQUESTS

Service requests for student organization activities are submitted through Caltech Facilities Operations using an AiM request. The AiM request is located on the Caltech Webpage under Access. Service Request home page is located at: http://www.facilitiesmanagement.caltech.edu/work_requests.

DAMAGE FOR EVENTS IN HOUSING

Charges for damages in the house or residence's 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. These charges are assessed as a group billing and cannot be individually reduced.

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.

NON-CALTECH GUESTS

While we do not encourage Caltech events to include non-members of the community, from time to time, student organizations may include recent alumni or friends. In these cases, guests are expected to be able to show a valid ID and will be responsible for appropriate conduct at Caltech Events.

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, if construction is used.

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.

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 need to be turned off. All events must respect community quiet hours. These are:

Sunday – Thursday: 12am to 7am

Friday – Saturday: 2am to 7am

House 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 date will be listed on the Event Registration form. For events in the undergraduate houses, all common areas need to be returned to their original state before the beginning of the next business day unless prior arrangements have been made. Students must deconstruct construction and store the building materials by the 2nd Monday after their event.

Section ||

**ALCOHOL
AND FOOD
AT EVENTS**

ALCOHOL POLICIES FOR THE CALTECH COMMUNITY

Attached to this handbook are the policies central to planning a safe and fun event.

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

BARTENDERS FOR EVENTS

Professional bartenders, hired by Caltech, must serve all alcohol, and wristbands must be used. Student organizations are responsible for the cost of bartenders. To secure a bartender for an event please see the Student Activities and Programs Office at 168 Center for Student Services. (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. Alcohol can then be purchased and must be stored in an appropriate place. After the event, Security will return remaining alcohol to the Center for Student Services.

No Alcohol is permitted at the Following Events/Times:

- *Rotation*
- *Welcome Activities*
- *Welcome Pre-Frosh*
- *Undergraduate Orientation Events*
- *Pre-Frosh Experience*
- *Ditch Day activities*
- *When the Institute is closed*

WRIST BANDS

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

FORMAL DINNER

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 Student Activities and Programs. 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 Campus Life & Programs, 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, an equal amount of water and appropriate amount of substantial food must also be provided.
- A water station in a convenient location central to the party is required.
- Parties with more than 15 people must set up flyers with information on them about emergency contact information.

Depending on your needs, food and catering options are as follows:

- Tom Mannion, Senior Director of SAP, can advise on food selection
- Campus Dining Services can provide catering (dining.caltech.edu/catering)
- Use of an outside catering company/restaurant

Section |||

**CONSTRUCTION
AND SECURITY**

CONSTRUCTION

For any construction to begin, a diagram of the project needs to be submitted and approved by Facilities prior to the start of the building. All construction must be disassembled, and the area cleaned up within 2 weeks after the event. Students must complete a one-hour construction (tool) training before they are allowed to work on party construction. Training will take place in the Carpentry Shop. There are 2 trainings during the Fall term, with additional training dates if needed. Students are only required to go through one training but are welcome to attend any “refresher” courses if desired. For more questions, please contact studevents@caltech.edu.

Construction Coordinators are responsible to keep the construction area clean and safe while the event is under construction. This includes not leaving any kind of tools unattended, picking up nails and other potentially hazardous materials, and also keeping walkways clear of wood and other debris.

If the event falls on a weekend, the construction must be cleared by the first business day following the two-week grace period. If the clean-up is not complete, the Caltech Housing office will charge the group for the cost of the work.

These building guidelines are general in nature and not intended for permanent construction.

1. All raised platforms will be no more than 4' in height from the lowest ground level.
2. Platforms shall be supported by 2X4's and/or 4X4's no more than 4' on center.
3. Platforms shall have a continuous 2X4 supports running along the entire perimeter of each section.
4. Platforms shall have cross bracing of a “X” style on no less than 2 sides of each section.
5. Decking shall be ¾” plywood or OSB board.
6. OSB board shall be replaced every 3 years or if it gets wet.
7. Exterior Plywood shall be replaced every 5 years.
8. All exposed surfaces shall be painted.
9. All platforms shall be inspected before any sections are covered or hidden from view.
10. Decorative Wall boards may be added along the perimeter as desired.
11. Wall boards shall have approved supports.
12. All finished structures shall be inspected per the SPA guidelines before use.
13. If you plan to have flashing lights, please remember to label this aspect of the event for ADA purposes.
14. Smoke or fog machines will set off the fire alarms causing them to not be allowed.

CHEMICALS - LN2

Events that will include any use of special chemicals must have a Chemical Coordinator. This Coordinator must complete the LN2 training with the Safety Office prior to using LN2 for any registered event. The Chemical Coordinator will be responsible for signing up, attending the Safety Office's training, and the use and storage of all LN2 chemicals before, during, and after the event.

These events are discouraged and any use of LN2 beyond those who are trained will result in future event approval issues. Students can contact the Safety Office to arrange for LN2 training. You can find this information at www.safety.caltech.edu.

SECURITY

Security officers are assigned as determined by the number of participants anticipated at the event. To help with planning, the following chart should be used as a guide:

Event Type	Security Requirements	Oversight Requirements
Small and safe events without alcohol >75 attendees	No Security required but patrols	Student Management and Security Patrols
Small events with alcohol >50 attendees	1 Security officer required with patrols from others, more if necessary	Student Management, Security Patrols, Resident Advisor and Orange Watch from house
Interhouse Parties and Large Party with alcohol	Security Required. At least 1 Security officer for every 100 people, or more if necessary, based on the event in previous years	Student Management, Security Team Present, Resident Advisor, Orange Watch, Notification of PFD
Large Parties without alcohol	At least 1 Security officer for every 300 people, or more if necessary, determined by Security dependent on the event and the possibility of problems.	Student Management, Security Team Present, Resident Advisor, Orange Watch, Notification of PFD

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

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. Orange Watch volunteers are NOT policy enforcers. Students can register to attend an Orange Watch training by contacting Kristen Girard, Administrative Assistant, at studevents@caltech.edu

You can also visit the website at: <http://ore.caltech.edu/orange-watch>

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 – these include being on-site at an event or on-call to monitor their residence or come to an event, if needed.

Orange Watch Requirements at Events include:

Event Type	OW Volunteers Required	OW Requirement
Small	2	N/A
Large	4 or more	Host Group, each shift
Any	1 or more	Other attending houses/groups, each shift
Any	1 or more	Other attending houses/groups, on-call

Orange Watch Organization:

- OW volunteers can include single students for a 4-hour shift (10pm-2am) or can be divided into two trained students splitting the night into two, two-hour shifts (10pm-12am and 12am-2am). The on-call duties will not be split into more than these two, two-hour shifts.
- 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 in order to give enough time to work out problems. Please submit these rosters to the RA and RLC helping with the event.
- Consider some form of incentives to be in place to express the gratitude of the Caltech community for OW Service. Possible incentives at this time include gift cards, meals or special privileges.
- Everyone should take a turn being an OW volunteer.
- OW volunteers should attend the pre-meeting at large events.

Section V

POLICIES THAT GOVERN STUDENT EVENTS AND ACTIVITIES

GOOD SAMARITAN POLICY

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

Students may be required to participate in educational discussions designed to help prevent future safety risks.

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.

AMNESTY FOR STUDENTS WHO REPORT SEXUAL MISCONDUCT

'A student who participates as a complainant or witness in an investigation of sexual assault, dating violence, domestic violence or stalking will not be subject to disciplinary sanctions for a violation of Caltech's student conduct policies, including but not limited to the Substance Abuse policy, at or near the time of the incident, unless Caltech determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person.'

Substance Abuse Policy can be found:

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

Title IX Policies and Procedures can be found:***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

Residential Guide can be found:

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

Hazing Prevention Policy can be found:

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

Section VI

**OFF-CAMPUS
EVENTS AND
WAIVERS**

OFF-CAMPUS EVENTS

Students are permitted to have events off-campus. In some cases, these events must be registered through the Student Activities and Programs Office.

You must register off-campus events that are more than 60 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 plan to attend. Waivers are also required for these events. A checklist has been provided below on page 21 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 Student Activities and Programs Office can help coordinate this transportation.

Rental agreements or contracts for formal's and other events should be reviewed by an Office of Residential Experience staff person which includes Student Activates and Programs, Club Mentor, or the Office of General Counsel. Please see the section on formals for more information above. Please also note that Caltech will not reserve, nor will it take responsibility for 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

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 need to be returned to the Events Coordinator 48 hours prior to departing from campus. Contact Sue Chiarichiaro, Student Events Coordinator, at studevents@caltech.edu for a copy of the waiver.

CHECKLIST FOR EVENTS:

Before the event

REGISTRATION

- Registration submitted on time
- Conversation with Events Coordinator takes place
- Theme is in line with Caltech values

ALCOHOL

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

CONSTRUCTION

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

STUDENT STAFFING

- Orange Watch team sign up for event

PUBLICITY THEME

- Approved

PROGRAMMING

- Host an event in the house to help prepare for and outline the expectations for behavior, drinking, safety.

FOOD

- If alcohol is being served, an equal amount of water and appropriate amount of substantial food must be provided.

OCCUPANCY

- Anticipated attendance cannot exceed occupancy limits for the location.

EVENT TEAM LEADS PRE-MEETING 15 MINUTES PRIOR TO START OF EVENT

- Meeting with Security, Social/Event Coordinator, Orange Watch Volunteers, RA, RLC, Pasadena Fire Department (when appropriate)

At the Event

EVENT TEAM LEADS PRE-MEETING 15 MINUTES PRIOR TO START OF EVENT

- Meeting with Security, Social/Event Coordinator, Orange Watch Volunteers, RA, RLC, Pasadena Fire Department (when appropriate)

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 are 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, an equal amount of water and an appropriate amount of 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-PARTY COVERAGE

Since drinking and its after effects may continue to occur 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 or party.

After the Event

REGISTRATION

- Follow-up/reflection with student activities staff

ALCOHOL

- Alcohol returned via security, per guidelines

CONSTRUCTION

- Construction removed on time
- No physical damage (facility, chairs, etc.)
- Any space used (e.g. lounge and dining room, not just courtyard) 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, House closes down without problems
- Security to complete party evaluation and submit to events office

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 studevents@caltech.edu

Off-Campus Event Checklist

- Register Event if 60 miles from Caltech Campus and/or more than 30 people
- Meet with Student Activities and Programs Office to discuss and submit waiver for off-campus events. To set up an appointment, please email studevents@caltech.edu.
- Arrange for bus transportation or other alternate transportation (i.e. ride share, etc.) if alcohol will be served
- Strongly recommend arranged transportation for all trip over 60 miles from Caltech Campus, especially ski trips
- Strongly encouraged off-campus events to be in locations where cell service is available
- Student Drivers must complete a separate waiver
- Make sure contracts with VRBO, Airbnb, etc. are made through a student account, and not an Institute account.

Review of Event

I. FORM COMPLETED BY

	Date	Time
<i>II. MEETING PRIOR TO THE EVENT</i>		
Meeting start time 15 minutes prior to event	Yes	No
Did RA, RLC, Orange Watch Representatives, Event Coordinator, Security, and bartender(s) all attend meeting	Yes	No
Did bartender(s) get briefing	Yes	No
Was there a birthday list	Yes	No
Were wristbands available near the bar	Yes	No
Are student leaders helping	Yes	No
How many Orange Watch students are working the event _____		
<i>III. AT THE EVENT</i>		
Are IDs being checked	Yes	No
Is the house making reasonable efforts to prevent underage drinking	Yes	No
Is the house adhering to the ban on rapid consumption and drinking games	Yes	No
Is there access to non-alcoholic refreshments	Yes	No
Is there access to plenty of food	Yes	No
Estimated size of party _____		
Is the RA present	Yes	No
Is Orange Watch on duty and helping	Yes	No
Was the noise managed	Yes	No
Were any students treated	Yes	No
For what _____		

IV. AT THE END OF THE EVENT

Did the event close down successfully	Yes	No
Did the Students disperse	Yes	No
Was alcohol returned	Yes	No
Did Security walk through the house	Yes	No
Was noise level reduced	Yes	No

V. ADDITIONAL DETAILS/CONCERNS ABOUT THE EVENT/ANYTHING ORE CAN DO TO HELP
