

# Caltech

OFFICE OF  
RESIDENTIAL  
*experience*

## STUDENT EVENT HANDBOOK 2022

### IMPORTANT: COVID-19 COMMUNITY GUIDELINES

*During the COVID-19 pandemic and changing conditions, please consult with Student Activities and Programs so we can advise you of the proper considerations and policies in place at the time.*

*Student event organizers should review the [Health and Hygiene Policy](#) for more information regarding residences, food service, and policy enforcement. Campus updates, resources and information are also available at <https://together.caltech.edu>.*

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## Section I: 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 undergraduate and graduate student groups to register some of their events. Please note that events need to be registered by House Presidents, Social Chairs, Club Officers, or by someone who is trained by the Student Activities and Programs office.

All student events for groups that fall under Student Affairs and are sponsored or subsidized by Caltech and which include one or more of the following, components must be registered:

- Events with alcohol service
- Events of 10 or more people with a current cap of 50 people
- Off-campus events with 30 or more people and/or more than 30 miles from campus (e.g., House retreats, ski trips, ASCIT and GSC formals)
- Events that include construction activities or LN2

### EVENT REGISTRATION ONLINE PROCESS

The website to register a new event is: <https://spa.caltech.edu>.

You will be asked to fill out an online form located on the website above. Once the form is submitted, Student Activities and Programs 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

- When to register:
  - Small parties must be registered at least 2 weeks in advance
  - Large parties must be registered at least 4 weeks in advance
  - Off-campus events must be registered at least 4 weeks in advance
- The approval process must begin before advertising, alcohol purchases, reservations, contracts or construction take place.
- If the approval process is started any later than outlined above, we cannot guarantee that it will be approved in time.
- If construction is not completed and approved by noon 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.

## 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 Residential Experience, Security, Risk Management, and Insurance. The committee is chaired by Tom Mannion, Senior Director of Student Activities and Programs.

## 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 Student Activities and Programs 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. For events that require Caltech Security, the student group/organization/individual will be required to pay for the cost of security.

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, 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 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.

- **Lectures, Performances and Movies:** Often have large audiences but are not considered large events (as described above). Student Activities and Programs will determine the support needs 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 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, 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 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.
- **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 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 refer to the Club Handbook for regulations regarding student clubs and organizations.

## CAMPUS NOTIFICATIONS

Student Activities and Programs 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

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 ORE will meet with student leaders and security prior to the start of events and events will be visited by the RAs and RLC on duty the night of the event.

## WORKING WITH RESIDENT ASSOCIATES

Please make sure your RA can attend your event. If your RA is unable to attend, make sure there is a substitute RA who can cover.

## **SOCIAL TEAM 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 in order 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 in order to support a safe event. If leaders are not able to attend one of the Orange Watch dates, SAP/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 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. 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 Student Activities and Programs 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. Please see the [FAQ on events](#) for current occupancy information. **COVID guidelines require a limited capacity of 50%.**

## **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 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 their RLC and Housing. 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](https://hr.caltech.edu/documents/2640/caltech_institute_policy-substance_abuse.pdf)

### **BARTENDERS FOR EVENTS**

Professional bartenders will be hired by Student Activities and Programs to serve all alcohol, and wristbands must be used. Student organizations are responsible for the cost of bartenders. Student Activities and Programs 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. Alcohol can then be purchased and must be stored in an appropriate place. Alcohol purchases will be reviewed during P card approvals. Leftover alcohol will be collected by Security at the end of the event.

No alcohol is permitted during:

- Rotation
- Welcome Activities
- Undergraduate Orientation Events
- Ditch Day 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 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 Student Activities and 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, 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:
  - Tom Mannion, Senior Director of SAP, can advise on food selection
  - Purchasing food and supplies yourself
  - Campus Dining Services can provide catering (<http://dining.caltech.edu/catering>)
  - Use of an outside catering company/restaurant

## 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 ORE 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. To set up a training, please contact Tom Mannion at [mannion@caltech.edu](mailto:mannion@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:
  - a. Keeping the construction area clean and safe while the event is under construction.
  - b. Ensuring that all tools are be put away/stored when work is not actively being done on the construction project.
  - c. 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.
  - e. 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.
  - f. 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.
  - g. **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:
    - i. Noise should always be kept at a reasonable level.
    - ii. 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 ORE, Facilities, Safety and Housing, must take place before houses can begin their projects. To set up this meeting and all subsequent meetings, please email [mannion@caltech.edu](mailto:mannion@caltech.edu) and [studentevents@caltech.edu](mailto: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 also be granted by contacting John (JF) Bonovich at [bonavich@caltech.edu](mailto:bonavich@caltech.edu). 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.
  - b. Platforms shall be supported by 2X4's and/or 4X4's no more than 4' on center.
  - c. Platforms shall have a continuous 2X4 supports running along the entire perimeter of each section.
  - d. Platforms shall have cross bracing of a "X" style on no less than 2 sides of each section.
  - e. Decking shall be 3/4" plywood or OSB board.
  - f. OSB board shall be replaced every 3 years or if it gets wet.
  - g. Exterior Plywood shall be replaced every 5 years.
  - h. All exposed surfaces shall be painted.
  - i. All platforms shall be inspected before any sections are covered or hidden from view.
  - j. Decorative Wall boards may be added along the perimeter as desired.
  - k. Wall boards must have approved supports.
  - l. All finished structures shall be inspected before use.
10. Tips from students and staff:
  - a. Book your meetings asap and make sure your house, RA/RLC, ORE and others are able to attend.
  - b. Do not block entrances or exits.
  - c. Do not leave materials or tools in the rain.
  - d. Sawdust can get in drains and cause problems and clog pipes, which can be expensive for the house.
  - e. Be sure to get trained before using tools, building, etc. Injuries can happen.
  - f. There are formal inspections and informal ones all the time so clean up the area each night.
  - g. Music during construction is fine – but watch the quiet hours.
  - h. Wear googles.
  - i. Keep your RA and RLC updated on progress and needs.
  - j. Nails and other sharp items cannot be left out – students walk around barefoot and in flipflops and this has caused injuries.
  - k. Have a clean-up plan ready to go to avoid fines.

## 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, ORE 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 PDF
Interhouses 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 PDF

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 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](mailto:studentevents@caltech.edu) or [equity@caltech.edu](mailto: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 Requirements at Events are outlined below:

Event Type	OW Volunteers Required	OW Requirement
Small	2	NA
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 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: 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 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 Student Activities and Programs Office can help coordinate this transportation.

Rental agreements or contracts for formals and other events must be reviewed by student affairs staff as part of the registration process. Please see the section on formals for more information above. 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

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 Student Activities and Programs 48 hours prior to departing from campus. Email [studentevents@caltech.edu](mailto:studentevents@caltech.edu) for a copy of the waiver.

### BUSES AND THIRD PARTY TRANSPORTATION

The Institute requires a bus to any event where alcohol will be served. Buses are recommended for events without alcohol in order to support student safety. While riding on the bus, students are expected to socially distance, wear masks and open windows to ventilate the space. **During COVID, buses should be filled only up to 50% capacity; ORE will cover the cost of additional buses needed to meet this requirement.** ORE 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 ORE for support at [studentevents@caltech.edu](mailto: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](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](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](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](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](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](http://studentaffairs.caltech.edu/documents/6877/Hazing_Prevention_Policy_September_2019_FINAL_xp3mrFj.pdf)

## Section VII: EVENT CHECKLISTS

### CHECKLIST FOR OFF-CAMPUS EVENTS

- Register event if 30 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 (email [studentevents@caltech.edu](mailto:studentevents@caltech.edu) to make an appointment)
- 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 waiver
- Make sure contracts with VRBO, Airbnb, etc. are made through a student account, and not an Institute account

### CHECKLISTS FOR LARGE EVENTS WITH ALCOHOL SERVICE

#### BEFORE THE EVENT

##### REGISTRATION

- Registration submitted on time
- Conversation with Student Activities and Programs (SAP) 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-gaming) 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 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

## 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)

## DURING 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, 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 student activities 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 down without problems
- Security to complete party evaluation and submit to Office of Residential 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](mailto:studentevents@caltech.edu)