



Alcohol and Resident Gatherings at I-House

Legal issues regarding alcohol at resident gatherings. California law is very strict regarding the sale to or consumption of alcohol by individuals under 21 years of age and the acceptable level of blood alcohol content for drivers. In California, driving under the influence of alcohol is a criminal offense. The individual or company serving alcohol is also considered responsible and liable in the case of an alcohol related accident or incident. International House must strictly abide by California law or risk losing our license to serve alcohol. The University of California, of which I-House is a part, and the UC Police Department, take alcohol consumption on the premises of the University very seriously. Therefore, **any gatherings where underage residents are found drinking alcohol will be ended immediately.**

Alcohol **is never permitted** in hallways, the front steps, exterior café area or sidewalks of I-House. The police consider the public areas of the House (such as near the front entry or the vending machine hallway) the same as drinking on the street and violators are subject to arrest or citation.

Alcohol **is not** permitted in the Great Hall, or other public areas, unless those areas are temporarily authorized due to an approved event and proper steps have been taken to ensure security and legal compliance.

The Board of Directors, Management, Staff and Supporters of I-House want all residents to have a wonderful, memorable experience here, and to avoid disturbances and medical emergencies due to irresponsible consumption of alcohol.

I-House Resident Gathering Policy:

An **Organized Resident Gathering** is any event held in the Game Room or Gamble Lounge where there are 15 or more people present and alcohol is present. Due to fire safety regulations, Organized Resident Gatherings can not be allowed in shower rooms, balconies, floor lounges, resident rooms, hallways, roof tops and connected patios.

To respect Residents' academic priorities, Organized Resident Gatherings are allowed only on a Friday or Saturday night and cannot be approved without proper advanced planning as described in this policy. Any resident or resident group is welcome to present an Organized Gathering Proposal.

Please note that rental space is available for private parties or functions and may be arranged with the Events Department, which manages the rental of I-House space in the Auditorium, Home Room, Ida & Robert Sproul Rooms, Slusser Room and Heller Patio. If alcohol is served at such an event, liquor license rules require it be served by a licensed vendor. (I-House can assist in locating a licensed vendor)

The Gamble Lounge, which is next to the Sproul Kitchen, can be used on a space available basis in conjunction with the Sproul Kitchen for small group dinners. This access should be coordinated with the RSS Department, by speaking either with Peggy Yu or Maribel Guillermo.

At any gathering, smoking is not permitted anywhere in I-House and quiet hours must be respected.

Spontaneous or informal gatherings of fewer than 15 people may take place in the Game Room, Gamble Room or lounges as space is available, with the caveat that the “hosting” resident must provide ID to the Resident Assistant (RA) on duty, and this resident will be held responsible for noise complaints, clean up after the gathering, and compliance with alcohol policies. The RAs are authorized to disperse these gatherings if they create a disturbance or violate any I-House policy.

Special Gatherings of 15 to 60 people:

Gatherings of 15 to 60 people may take place in the Game Room if approved in writing by the Business Manager or Executive Director. To receive approval the following pre-conditions must be met:

Guest list limited (closed Facebook list),
Monitors are included among the guests who will provide ID and assist the host to prevent under age drinking and any other inappropriate guest behavior,
No alcohol served by host,
Use of security monitors for larger groups

The host must meet with the Business Manager at least 2 weeks before the preferred date of the event to provide details of the event and confirm no conflicts with the date and location. The host must provide character references (there will also be independent verification by the Business Manager via third party sources within the house) who can attest as to the host’s willingness and ability to take responsibility for the safe, secure and legal compliance of the event.

Organized Resident Gathering Planning Process for Gatherings of more than 60:

Planning a successful party is great preparation for life at school, at work, and beyond! It is also a significant challenge, requiring advance planning and communication with I-House staff.

Residents planning gatherings should first contact the Resident Support Services Manager, Maribel Guillermo, at 510-642-9480 who will direct them to other I-House staff as necessary. Residents must present their Resident Gathering Proposal for approval at least three weeks, before the event so organizers can be properly trained, security personnel can be hired at the most favorable cost, if needed, and the event can be properly planned and marketed.

Organized Resident Gatherings that include alcohol require the hire of security monitors and the participation of the University of California Police Department (UCPD), which also requires advance notice and must be coordinated with the Assistant Program Director. An event in the Game Room requires at least two such personnel, an event in the Café requires five. UCPD coordinates these resources, necessitating planning with them at least two weeks in advance in order to ensure

availability of staff. These resources can be costly, so organizers should work closely with the Business Manager and staff to ensure appropriate funding.

An Organized Resident Gathering can be ended at any time by the Organizer, I-House Staff, Resident Assistants or UCPD due to safety concerns or violation of I-House policies and procedures. Therefore, careful planning, training and preparation for the event using these policies and procedures and accumulated knowledge from previous gatherings, will avoid an unexpected ending to an organized event, as well as provide practice in leadership and project planning.

The Organizer agrees to support I-House staff and UCPD in safely ending the event if policies and procedures are not followed. Disregard of policies and/or failure to comply with staff instructions during the course of the event may result in sanctions affecting the responsible resident's ability to host future events and/or their resident status.

Organized Gathering Procedures:

As the Organizer, you must read this Policy and sign the "Organized Gathering Agreement," and participate in planning and any necessary training as required. Please turn in the signed form to the Resident Support Services Manager (Maribel Guillermo) at least three weeks, but preferably four or five weeks, before the night of the event. In case the RSS Manager is absent, the form should be submitted to the Admissions Director. Before submitting the form, a resident should

- Visit the Events Office and make sure that there is nothing scheduled in the Game Room or neighboring rooms on the day of your choice to ensure that your event does not conflict with previously scheduled house events.
- Speak to Council or the Programs Department and request funding for security, food, non-alcoholic beverages, and party decorations and/or use of stereo, if applicable. Plans to raise funds for the event by selling tickets should be discussed with the Business Manager (510-643-8315) Please be aware **you cannot charge anyone a fee** for alcohol at gatherings in the House. You may charge a fee for cost recovery, but only if EVERY GUEST pays the same fee.
- Request Security Support from UCPD via the Assistant Program Director. At least two weeks notice to UCPD is required.
- Make arrangements for cleanup after the event and recycling before/during the event. If cleanup is not completed properly, or there is damage to facilities, you may lose your \$300 deposit or you and your guests may be asked to pay for additional damages.
- Turn in completed form, the \$300 deposit receipt (from the Cashier), and the proposed flier for the gathering (if you are planning to post one) to the Resident Support Services Manager Two Weeks before the day of the event, or earlier if possible. The RSS Manager, will contact you concerning the approval of the gathering. You will get your deposit back once the room has been cleared to the RSS Manager by the custodial staff on the next business day after the event.

On the night of the gathering...

- Get the key to the Council Room from the *Assistant Director of Programs* at 510-642-9481 to check out the stereo, if needed and pre-approved by Council.

- Arrange to meet with the staff and security supporting the event.
- Work with the I-House staff supporting the event to ensure that there are no more than 116 people in the Game Room at any time during the entire event. (Or 216 people in the Café when it is set up for parties without the tables and chairs. With tables and chairs the Cafe has a maximum capacity of 108.) A counter for this purpose will be provided by the Assistant Director of Programs.
- End the gathering at the designated time or no later than 2 AM. (Previously consider ending the event earlier, ending alcohol service before offsite locales for “after parties” close, or having an “after party” with food to allow for the event to wind down before residents return to their floors.) Get cleaning supplies from the Resident Assistant and clean-up. Return cleaning supplies and the Council Stereo to designated area.

Signature / Agreement Sheet for Organized Resident Gatherings

Name of Event: _____

Date / Time / Location of Event: _____

Organizer (s) (print name): _____

- This form must be signed by the Resident Event Organizer(s) for any event held in the Game Room.
- Council signatures must be obtained in order to use the Council stereo.
- **This form should be completed and turned in to the *RSS Manager* no later than two weeks from the date of the event.** Organized gatherings may not be held without the appropriate signatures and deposits.

I the undersigned understand the requirements for hosting an Organized Resident Gathering. I have read, accept, and agree to abide by the guidelines outlined in the *Policies and Procedures for Organized Resident Gatherings and I-House Resident Handbook.*

Organizer's Signature: _____ Date: _____
Room # _____ Phone # _____

Organizer's Signature: _____ Date: _____
Room # _____ Phone # _____

Security Request approval: _____ Date: _____
(Assistant Dir. Programs)

Council Rep approval: _____ Date: _____

Events Manager's approval: _____ Date: _____

Custodial Manager's approval: _____ Date: _____

Business Manager's approval: _____ Date: _____

Deposit Checks Received: R.S.S. Staff Initials: _____ Date: _____ Amount: \$ _____

R.S.S. Manager's approval: _____ Date: _____