

Colby-Sawyer College
Social Function Registration Form

Only students that are 21 years old or older may be allowed to drink alcohol and they must follow the CSC Alcohol Policy as outlined in the Code of Community Responsibility.

Only rooms or apartments where one or more of the residents is twenty-one years of age or older and will be present for the event, may register a social function.

This form should be used to register functions in residence halls or college houses in which alcohol will be present and which involve the following numbers of people (including residents of the room/apartment):

Single rooms: 6 people (Fire Code capacity = 6)

Doubles, triples & quads: 8 or more people (Fire Code capacity = 12 in doubles, 18 in triples, 24 in quads).

Apartments + Houses:

Two- and three-person apartments: 8 or more people (Fire Code capacity = 18)

Four- and five-person apartments: 10 or more people (Fire Code capacity = 25)

All functions must end by the start of quiet hours.

To be completed in advance of function:

Date(s) of Function(s): _____ **Starting Time:** _____ **Ending Time:** _____

Functions within the same four-day period may be registered on one form if all information listed below is the same for all functions.

Location of Function: _____ **Room/Apartment:** _____

This registration is limited to activities that occur in this location only and may not be transferred to another location.

Residential Hosts of Event (must be residents of the room/apartment listed above):

By identifying myself as the Residential Host, I acknowledge that I have read and understand the alcohol policy and the Code of Community Responsibility. I understand that I am responsible for all activities that take place in my room/apartment.

- **I understand that I am responsible for making sure students/guests under 21 are not drinking in my room/apartment.**
- I understand I am responsible for monitoring the actions of the students/guests and will intervene and/or seek help when appropriate.
- **I understand that I'm responsible for making sure there is a Sober Host present.**
- I will not violate the college's alcohol policy (e.g. supplying alcohol to minors) and will notify Campus Safety/Residential Education Staff if there are policy violations occurring in my room/apartment.

Residential Hosts/Participants:

"I am aware of this social function and plan to participate."

Name	Age	Signature <i>Upon registration</i>	Initial <i>On date of function</i>

Residential Non-Participants:

“I am aware of this social function and will not be present.”

Name	Age	Signature <i>Upon registration</i>

Sober Host:

By identifying myself as the Sober Host, I acknowledge that I have read and understand the alcohol policy and the Code of Community Responsibility. I understand that I am responsible for all activities that take place in my room/apartment.

- **I agree to abstain from using alcohol or other drugs for the duration of the event.**
- I understand that I am responsible for making sure students/guests under 21 are not drinking in my room/apartment.
- I understand I am responsible for monitoring the actions of the students/guests and will intervene and/or seek help when appropriate.
- I understand that it will be my responsibility to communicate with staff members during the event, as needed.
- **I understand that I must be present for the entire social function.**
- I understand that I am responsible for notifying Campus Safety if there are policy violations.

Name

Signature

Initials

Upon Review w/Staff

Acceptance of Registration:

This form must be submitted at the Campus Safety office by 7:00pm on the evening of the function, or one hour prior to the function, whichever comes first. The registration is not valid until the box below has been completed.

For Staff Use Only

I have reviewed the responsibilities of the Residential Hosts with the residents.

I have reviewed the responsibilities of the Sober Host with the Sober Host.

Name

Signature

Date

Social Function Information

Underage persons may not possess or consume alcohol anywhere on campus.

The state of New Hampshire prohibits adults from purchasing alcohol for minors or furnishing it to them. An adult can face criminal charges, steep fines, and jail time and can be sued for damages caused by minors who drank under the adults' supervision.

Residential Host Responsibilities

As Residential Hosts, you are:

- Responsible for ensuring students/guests/visitors under 21 years of age are NOT drinking
- Responsible for the actions of the students/guests/visitors
- Responsible for making sure there is a Sober Host present for the entire social function

Sober Host Responsibilities

As the Sober Host, you:

- Must be present for the entire social function
 - Must abstain from using alcohol and/or other drugs for the entire duration the social function
 - Are responsible for monitoring the actions of the students/guests/visitors and should intervene and/or seek help when appropriate
-

High Risk Drinking Behaviors:

Personal Wellness & Violation of Policy

Binge drinking has tremendous consequences.

Binge drinking raises blood alcohol levels quickly, increasing side effects, including:

- Loss of critical judgement
- Impairment of perception, memory & comprehension
- Disorientation
- Mental confusion & dizziness
- Inability to stand or walk
- Vomiting or incontinence

Prohibited Alcohol: Persons may not possess or consume grain alcohol on the college's owned or leased property.

Common Sources of Alcohol: Persons of legal age may not possess any common source(s) of alcohol on college owned or leased property. Common sources are only permitted at college sponsored events where the event has received authorization from the Department of Student Activities or the college's events coordinator.

- Some examples of "common sources of alcohol" could include (but are not limited to) kegs, bars, and alcoholic punches.

Drinking practices that promote intoxication and any paraphernalia that support these are not allowed on college owned or leased property. Including (but not limited to):

- Funneling, table-top drinking "sports", and movie drinking games
 - Drinking game paraphernalia could also include cards, dice, or board games in presence of alcohol.
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Failure to register a social function:

Only persons of legal age may register a social function.

Social events involving or serving alcohol must be registered by at least one person of legal age, and have one designated Sober Host responsible for monitoring the behavior of guests at the event.

Allegations of violations of college policy (including this contract) and/or NH law will be documented and forward for formal resolution through the student conduct process

If, at any time during a registered social function, the Sober Host or one of the Residential Hosts has a problem pertaining to unwanted participants or guests' behavior, please call Campus Safety at **603-526-3300** for help and assistance.

Date & Location of Social Function: _____ / _____

Sober Host (print name): _____

Resources:

Residential Education Pro Staff on duty: _____

RA on duty: _____

Campus Safety Staff on duty: _____
