

ALCOHOL REGISTRATION FORM FOR EVENTS IN GRADUATE RESIDENCES

Events With 25 or Fewer Guests Only

GENERAL

The purpose of the event is:

Date: _____ Time: _____ to _____

Location: _____

Attendance:

• Students _____

• Faculty _____

• Others _____

Total: _____

The event will be:

21+ only

or

All Ages

≈ percentage of 21+ attendees is : % _____

Food and non-alcohol beverages to be served:

Entertainment (describe):

Contracts? Yes No

With respect to the purchase and distribution of alcohol, hosts have two options for events with 25 or fewer guests: *Option 1 – Host Provides* or *Option 2 – BYOB*. Please select one and complete the appropriate section.

OPTION 1 – HOST PROVIDES

At this event, the alcohol will be purchased and served by the host. No Institute funds will be used to purchase alcohol; funds to purchase the alcohol will be provided by the host/server.

Amount of alcohol (recommended limit of 1 bottle of wine or 1 six-pack of beer per person):

Beer _____ Wine _____

At this event the following procedures will be used to monitor that guests are drinking legally and responsibly and to monitor guest safety as they leave the event. Please note: money may not be collected at the door to cover the cost of alcohol. (See *Policies, Procedures, and Tips*).*

Host's Name: _____

Age: _____

Date: _____

Host's Signature*: _____

Please see the *Guide to Responsible Event Planning* before signing.

OPTION 2 – BYOB

Guests may bring their own beer or wine and may serve themselves the alcohol they brought to the event.

MIT recommends a limit of 1 bottle of wine or 1 six-pack of beer per person, and a limit of one drink – one 4oz. glass of wine or one bottle of beer – per person per hour.

Signature, Associate Dean

Graduate Resident Life: _____

(Required for space and event review)

Date: _____

***Please Note:** By signing this form, I confirm that I have read, fully understand, and agree to comply with applicable state laws and MIT's policies and procedures. *Social Host Liability*. Under Massachusetts law, a host of a party may be held liable for the injuries suffered by others if the host knew or should have known that the guest was drunk and nevertheless gave/permitted the guest to take an alcoholic drink and thereafter, because of the guest's intoxication, the guest negligently caused injury to others. If the guest who causes an injury is a minor, the host who served the alcohol or permitted alcohol to be served to the minor might be held liable to others even if the minor was already intoxicated when the minor was served alcohol.

ALCOHOL REGISTRATION FORM – GUIDE TO RESPONSIBLE EVENT PLANNING

Events With 25 or Fewer Guests Only

Tips for Hosts

- Make sure that plenty of non-alcoholic beverages are available. Good choices are soda, fruit juice and bottled water. It's important to make all your guests feel comfortable, including those who choose not to drink.
- Serve snacks! Food at parties helps to slow the absorption rate of alcohol in the bloodstream. Avoid salty foods --like chips and pretzels -- they increase thirst and encourage more drinking. High protein, high carbohydrate foods (unsalted nuts, cheese and low-salt crackers, hummus and pita bread or salsa and unsalted chips) work best to moderate the effects of alcohol.
- Always have a variety of activities at your party so that drinking is not the main event. Discourage drinking games.
- Serve only beer and/or wine. Never pressure people to drink. Don't rush to refill glasses the minute they become empty.
- Stop serving alcohol at least one hour before the party ends.
- Do not admit individuals who are already intoxicated, access to more alcohol will likely create negative outcomes (e.g. fighting, alcohol poisoning).
- Coffee, cold showers or walking do not sober people up. Only time will eliminate alcohol from a person's body.
- Monitor the service of alcohol. Be prepared to deal with drunk guests. If someone drinks too much, make sure that the person is in no physical danger. If a guest passes out, stay with him/her and have someone call for medical assistance.
- Insure that guests have a safe ride home. Confiscate car keys and arrange for another form of transportation, if necessary. Have a sober person ride with them on public transportation or walk them home. Call a taxi, drive people home yourself or have them spend the night.
- Know that as a host, you can be held liable for the behavior of your guests at the party and for what happens after they leave (e.g. DWI accidents).

Policies and Procedures

In addition to the guidelines above, event hosts are responsible for applicable state laws and other MIT policies and procedures governing events and alcohol

- Event hosts or designated monitor may not consume alcohol during the event. The designation of a monitor does not change the Event Hosts responsibility as a host (see Social Host Liability)
- The event must be confined to the assigned room. Alcohol must remain within the event facility.
- Alcohol may not be provided to any individual who is under 21 years of age. Violation of this section may result in a fine of \$1000, 6 months imprisonment, or both (M.G.L. c138, § 34).
- Wristbands must be used at all-ages events.
- Alcohol may not be provided to any individual who is intoxicated.
- Non-alcoholic beverages and food must be available.
- No alcohol can be served at least one half hour prior to the event closing time.
- It is prohibited to use Institute Funds to purchase alcohol.
- Advertising must focus on the event, not the alcohol.
- MIT recommends one drink per person, per hour (12oz beer, 4oz wine) Commons source containers may not be used.
- Hosts must abide by all the policies and procedures outlined by the Residence Hall in which the event takes place.

In addition to the above policies and procedures, the host must abide by all policies and procedures outlined by the host residence.

By signing the registration form, I confirm that I have read, fully understand, and agree to comply with applicable state laws, policies and planning tips stated above. I understand that disregard for these guidelines may result in action by MIT, including closure of the event or individual disciplinary action.