

CONTRACT FOR EVENTS IN THE RATT WITH ALCOHOL FOR SALE

This form is to be completed when any student organization is planning an event in the Rathskellar (The Ratt) and the organization would like **Sodexo** to have alcohol for sale.

It is recommended that arrangements for events be made TWO WEEKS prior to the event. If arrangements are made within two weeks of the event it cannot be guaranteed that requests will be filled.

Policies

- Sponsors of events must agree to abide by all campus policies outlined in *The Compass*.
- The sponsoring organization must clean up the space immediately following the event. Failing to clean may result in fine or loss of privileges.
- Alcohol is not allowed outside of the Ratt. Only persons who are 21 may consume alcohol and must be wearing a wrist band (provided by Sodexo)
- Hosts must read and agree to the policies and expectations listed in the FAQ form included with this document. _____ (Host initial)

Projected attendance (limit 75): _____

All events in the Ratt where alcohol is served require one host for every 30 people projected to attend. A host is a student who agrees to not consume alcohol for the duration of the event. The host is responsible for helping with issues as they arise, and confronting policy violations. If the host ever needs any assistance with issues that arise, he or she should contact Campus Safety at 319-895-4299.

Host Contact Information

1. _____
Name Phone number
2. _____
Name Phone number
3. _____
Name Phone number

Organization President

Name Phone number

Faculty/Staff Advisor

Name Phone number

Event Details

Title: _____ Date: _____

Start/End times: _____

Name of sponsoring organization: _____

Description (must be included with all requests)

Equipment

If you need technical equipment for your event like music, lights, speakers, etc., you will need to submit a Tech request to PAAC, preferably with two weeks notice.

<http://orgs.cornellcollege.edu/paac/techrequest.shtml>

Sponsoring organizations must notify and show permission is given (via signature or email) from the following people in sequence.

1	Commons Information Desk- Carol Stock
2	Equipment – PAAC (only if needed)
3	Food/Alcohol – Sodexo, Gretchen Lindembolt
4	Campus Safety – Mike Williamson
5	Host info – Megan Hicks
6	Dean of Students or her designee-

Return completed form to Director of Student Activities, Megan Hicks, at the Information Desk

Alcohol in the Ratt FAQ

- Why is Cornell allowing alcohol sales and consumption in the Ratt?
 - Cornell's alcohol policy is intended to promote personal responsibility and respect an individual's choice to legally consume alcohol or abstain from alcohol use. Allowing alcohol sales and consumption in the Ratt on limited and pre-determined occasions is in line with the alcohol policy. Additionally, this approach:
 - provides a safe and public environment for individuals 21 years or older to consume alcohol responsibly
 - provides an opportunity for role modeling the legal and responsible use of alcohol
 - discourages binge drinking
 - offers an alternative to options off-campus
 - adds another dimension to campus programming and makes good use of our space
 - presents the opportunity for more student-faculty/staff interaction, for example at a social where wine would be available

- When is Sodexo allowed to serve alcohol in the Ratt?
 - Only when advance permission has been given from the Dean of Students or Dean's designee.
 - This designation will be reserved for special events planned by student organizations or college offices. Alcohol will not be a regular menu item available on a daily basis.

- What is the process to obtain permission?
 - Student organizations can request permission to host an event in the Ratt and have alcohol for sale during that event. An event request can be obtained by contacting the Director of Student Activities at x4335 or the Student Activities website and must be submitted at least two weeks prior to the planned date of the event. Once approved, the request becomes a contract between the Dean of Students and the sponsoring student organization. If all requirements and expectations of the contract are not upheld by the sponsoring organization, the event may be canceled and/or other penalties imposed.

- What are the requirements and expectations of hosting an event with alcohol in the Ratt?
 - Student conduct policies listed in The Compass must be adhered to during the event. The individual host(s) has responsibility for ensuring compliance. Failure to do so can result in disciplinary action for the individual host(s) and the group as a whole.
 - Only persons 21 years or older with valid identification and wearing a wrist band (provided by Sodexo) may consume alcohol. Any students found violating this policy will be subject to disciplinary action.
 - Individuals may not bring alcohol in to the Ratt.
 - Alcohol purchased in the Ratt can be possessed from the Ratt counter south to the lounge area, on the tiered space and on the stage/dance floor.
 - Without specific permission in the contract, alcohol cannot be taken outside of the Ratt (including on the patio, in the hallway near the fitness center, or in the north lounge area near the Orange Carpet.)
 - The sponsoring organization must designate one host for every 30 people projected to attend.
 - The host(s) must:
 - 1) handle the request process and meet with the Director of Student Activities in order to understand all procedures and expectations
 - 2) agree not to consume alcohol prior to or during the event

- 3) wear a host nametag and identify himself or herself to the lead Sodexo staff member in the Ratt before the event begins, and to any college official who visits the event
 - 4) ensure that college policies and all aspects of the contract are being adhered to during the event
 - 5) confront violations of those policies
 - 6) seek assistance from Campus Safety if necessary
 - 7) participate in follow-up meetings with appropriate staff members if necessary
- The sponsoring organization must clean up the space used immediately following the event. Failure to do so will result in a fine and loss of privileges.
- What support will be available for the sponsoring organization and the host?
 - Technical equipment (music, lights, speakers) for the event can be obtained through PAAC. This is one of the details on the request/contract form.
 - The Director of Student Activities will meet with the host(s) and provide guidance through the request process, orientation to regulations and expectations, and advice for hosting a successful event.
 - Depending on the size and type of the event, a Student Affairs staff member may also check-in with the host(s) during the event or be present for the entire event.
 - A Campus Safety Officer will conduct periodic walk-throughs during the event.
 - Sodexo will have a professional staff member in the lead role at the Ratt during the event.
 - What other standards are there for serving alcohol?
 - Sodexo staff members will give wristbands to people of age when they purchase alcohol. They will only be allowed to purchase one beverage at a time. Only individuals with wristbands will be allowed to possess or consume alcohol.
 - What is the cost?
 - There is no cost to reserve the space or the technical equipment.
 - Specific costs for alcohol will be set by Sodexo.
 - Will alternative beverages and food be available?
 - During events when alcohol is sold, non-alcohol beverages and food will be available for purchase at the Ratt just as it is every day.
 - During socials when wine is available to individuals of age, non-alcohol beverages and light food will be available free as well.
 - The College prohibits the advertisement of alcohol for any event. How do we advertise without violating that policy?
 - The purpose of that aspect of the College's alcohol policy is to ensure that alcohol not become the main feature of the event. So, the sponsoring organization should simply advertise the event and its location.
 - Inside the Ratt, Sodexo can advertise the fact that alcohol will be available.
 - Will these events effect normal service from the Ratt counter?
Disruption of normal services is not expected.