

All Campus Party Procedures

The College of Wooster

When do I need an All Campus Party Contract?

If any of the following are true:

1. When there are forty or more people expected to be in attendance
2. At least one (1) keg (= 1/2 barrel or 15.5 gallons) or an equivalent amount of beer (165 beers/7 cases) is to be present.
3. The event is advertised in any way.

What is the application process?

1. Pick up an application from the Office of Student Activities or online at http://www.wooster.edu/lowry/clubs_sections/party_guidelines.pdf.
2. Complete Checklist, Volunteer List, and Contract
3. Return to Dottie Collura in the Office of Student Activities by 5pm on the Tuesday at least 12 days prior to when you would like to schedule the event. The contract will not be accepted unless it includes the check for the Security Staff and a separate check for the alcohol order and The Underground Staff.

Reasons for Denial:

1. The party hosts have not attended the All Campus Party Training session held.
2. There have been previous contract violations by the group hosting the event.
3. The proposed date is prior to a day of classes, reading day, or Final's Quiet Hours.
4. Residence Life, Underground, and/or Student Security Staff are not available.
5. The proposal does not meet all of the requirements.
6. Special Events occurring on Campus such as:

- 9/15/06- Party on the Green
- 9/29-30- Family Weekend
- 10/13-10/15- Fall Break
- 10/20-21- Homecoming
- 12/9/06 - Reading Days/Finals
- 2/10/07- Winter Gala
- 4/20-22- Kids N' Sibs Weekend
- 4/27/07- Spring fest
- 5/5/07- Reading Days/Finals

Financial Responsibilities:

Underground Staff: There will be 2 Underground staff to serve the beer. The cost can be calculated as such: \$5.60 times the number of hours that the staff will work the party times 2. Keep in mind that the Underground Staff will be there a half hour before the party begins to set up.

Security Staff: Depending upon where the All Campus Party is being held, there is the need for student security officers present to work any and all side doors (in addition to members of the host organization). The cost for Security can be calculated as such: \$7.00 times the number of hours that beer will be served at your event times the number of officers.

Cost of Beer: The beer kegs are to be ordered from The Underground. Keep in mind that any unused beer will be returned to the Security immediately after it is done being served. There is no reimbursement for the unused alcohol. There is a limit of 4 kegs per event.

All Campus Party Checklist

Below is a list of responsibilities for which the party organizers are accountable. If you have any questions, please contact the Student Activities Office at ext. 2062.

- Completely fill out the All Campus Party contract and return it to the Office of Student Activities by Tuesday @ 5pm at least 12 days prior to the event.
- Turn in keg request with All Campus Party contract. If you fail to do so- it will result in not having the kegs in time for the event. (See attached form for ordering purposes).
- Make out a check for the price of the desired kegs and Underground Staff to The College of Wooster. This must be turned in with your contract, failure to do so will result in denial of party.
- Make out a check for the cost of the Student Security Staff at the event. Check should also be made out to The College of Wooster, however should be separate from the Underground check. This also must be turned in with your contract, failure to do so will result in denial of the event.
- Make sure to communicate any tables, trash cans, or other accessories that you need for the event, at least one week prior to the event.
- Advertise the event! Make sure to include date, time, and that all students must have their COW card and their State ID. Students are also permitted one guest per student, and guests must have a State ID to show at the door.
- Fill out volunteer list and turn into Office of Student Activities at least 5 days prior to the event.
- Purchase food and non-alcoholic drinks for the event. Non-alcoholic drink and food should be in proportion to the amount of alcohol that you are having at the event. Therefore if you have one keg, you should have 2-3 cases of pop and 2-3 bags of chips, cookies, or pretzels.
- A day or two before the event, remind those who signed up to work, the time and position they are responsible for.
- All those organizing or working the event need to show up a half hour before the event. At this time, we will go over position responsibilities, set up the tables for the event, and answer any last minute questions that you might have.
- Kegs are taken directly to Security at the time that the beer ceases to be served.
- Clean-Up event before 10am the next morning. Refer to attached clean-up checklist.
- Kegs need to be picked up from Security and taken to the Underground at 11am on the Monday following the event.
- Report any concerns/feedback about the event to the Office of Student Activities.

All-Campus Party Sign-Up Sheet

Please have this sheet completely filled at least five business days prior to the event. If there are any changes, it is your responsibility to communicate the changes with the Office of Student Activities before 12pm on the Friday before the party occurs. Volunteers that are needed will depend on space being utilized- please contact the Office of Student Activities with any questions or concerns.

Side Door Coverage

9pm-10pm _____

10pm-11pm _____

11pm-12am _____

12am-1am _____

Side Door Coverage

9pm-10pm _____

10pm-11pm _____

11pm-12am _____

12am-1am _____

Monitors

9pm- 10pm 1) _____ 2) _____

10pm-11pm 1) _____ 2) _____

11pm-12am 1) _____ 2) _____

12am-1am 1) _____ 2) _____

1am-2am 1) _____ 2) _____

ALL-CAMPUS PARTY CLEAN-UP CHECKLIST

Group members are responsible for the following items on the checklist. The items on the checklist are to be completed by **10am** the day following an event. Failure to do so may result in extra cleaning charges and/or loss of organizational privileges for All-Campus Parties. This is left to the discretion of the Residence Director.

STEPS TO BE TAKEN BY ORGANIZATION(S) OR GROUP(S) SPONSORING THE EVENT:

- Window - check for stains and clean as necessary.
- Take garbage out to dumpster.
- Put in new garbage bags.
- Clean kitchen area
- Clean bathrooms - this consists of picking up trash and cleaning up any other messes.
- Walls - clean beer splashes, foot prints, etc. - and remove excess tape.
- Check ceiling for stains and excess tape; remove as needed.
- Sweep floors - this includes bathrooms and foyers.
- Mop floors - this includes bathrooms and foyers. (Change water as needed.)
- Place furniture in original location.
- Check fire extinguishers.
- Clean up outside - pick up trash outside of the entrance door and section.
- Clean out mops and straighten cleaning equipment when done.

*Leave the area like it was: Clean - not sticky/stained and smelling.

Party Organizer's/ Contact's Signature Date

Residence Life Staff Member Signature Date

Party Contract

The College of Wooster

Name of sponsoring organization(s) or group(s): _____

Major activity / entertainment / theme: _____

Location of event: _____ # of Kegs _____

Day/Date: _____ Time: From _____ To: _____

Type and amount of non-alcoholic beverages served: _____

Type and amount of food served: _____

Cleanup will be completed on _____ (day) by _____ (time)

Please initial by the space you plan to use to indicate that you are aware of the Maximum Occupancy of that space. Note: when max. capacity is reached, guests will no longer be admitted.

Bissman 6th Section Informal= 121 _____ Luce Multi-Purpose = 110 _____
 Bissman 7th & 8th Section Informal=135 _____ Douglas Ground Floor = 150 _____

Party Organizer's/ Contacts

The undersigned organizers (Party Hosts) of the planned event, who have attended the All-Campus Party training workshop sponsored by the Dean of Students' Office during the current academic year, hereby assume full responsibility for all aspects of the planned event and agree to abide by the terms of this agreement and the Party Guidelines. Please sign and print each name. In the case of a co-sponsored event, at least one signature must be from each organization or group.

Print Name	Sign Name	Box	Phone	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Office Use Only

Approval Signatures

 Assistant Director of Student Activities

 Residence Life Area Coordinator

Staff Contact Checklist

- | | |
|--|------------|
| <input type="checkbox"/> Arrange Underground Staff/Place Keg Order | Date _____ |
| <input type="checkbox"/> Arrange Student Security Staff | _____ |
| <input type="checkbox"/> Contact Party Organizers | _____ |
| <input type="checkbox"/> Order Tables from Trucking | _____ |
| <input type="checkbox"/> Set-Up Residence Life Coverage | _____ |
| <input type="checkbox"/> Notify Involved Parties (Security, Res. Life Staff, etc.) | _____ |
| <input type="checkbox"/> Get "Party Box" together (see party box checklist) | _____ |

Underground Keg Order Form

This form is due with your contract 12 days before the event. If it is not turned in on time, you risk the chance of not having beer for your event. The contract will not be accepted without a check for The Underground staff and the cost of the beer you intend to order. Remember there is a limit of four kegs per event. Any unused beer will be returned to Security at the time the alcohol is done being served for the night. The kegs need to be picked up from Security by 5pm on the day of your event, by a member of your group, and then returned to The Underground on Monday (or the very next business day following the event) @11am. **If the keg(s) are not returned to the Underground at this time, your group will be charged \$20 to cover the lost deposit fee.** The group will not be reimbursed for unused beer. Please take this into consideration when ordering the amount of beer, and setting the times for your event.

Types of Beer Available for Order

Cost per Keg

Budweiser	\$58.00
Bud Light	\$58.00
Miller Light	\$58.00
Coors Light	\$58.00
Amber Bock	\$59.00
Honey Brown	\$95.00

Place Order

Type of Beer:	Cost:	Quantity:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total: _____