

OFF-CAMPUS PARTY REGISTRATION

Any enrolled student can register their off-campus party. The party must be within the jurisdiction of ODU PD (see map here).

Why should you register your party?

ODU is committed to a safe and secure environment for our students. This is a way to help create a safe off-campus event. ODU PD will contact you prior to your event, meet with you, and exchange pertinent information and phone numbers. That way, the night of the party, you have a contact within the ODU Police Department. In addition, ODU PD will give you one sound warning if they are getting noise complaints about the levels of sound from your party. You then have the ability to make your party quieter without PD showing up.

Just fill out the registration form at least a week in advance and ODU PD will contact you.

PARTY SAFE INFORMATION

Please use the below information to make your event as safe as it can be.

- ▶ **Don't break the law:** The drinking age is 21 in all states and anyone who consumes alcoholic beverages underage runs the risk of trouble.
- ▶ **Avoid open parties:** Open parties are those with unrestricted access to anyone without a specific invitation where alcohol is present are not recommended. You want to know who your guests are and you are encouraged to have a guest list of who is invited and who attends your event.
- ▶ **Don't serve to minors:** No individuals or groups shall purchase for, serve to, or sell alcoholic beverages to minors. This is against the law and also runs the risk of trouble.
- ▶ **No illegal drugs:** The possession, sale or use of any illegal drugs or controlled substances is prohibited.
- ▶ **Avoid Drinking Games:** Drinking games encourage high risk drinking, which increases the risk of an accident. The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor, or alcoholic beverages, beer pong, dares, or any other activity involving the consumption of alcohol where there is duress or encouragement related to the consumption of alcohol.

SMART PARTY TIPS:

- ▶ Let your neighbors know you intend to have a party.
- ▶ Designate a non-drinking party host.
- ▶ Provide food for your guests.
- ▶ Keep the noise down. Noise is the number one reason police are called to a party.
- ▶ Clean up after the event, especially outside.

Make BYOB events work at your party

BYOB (Bring Your Own Beverage) is where everyone brings their own alcohol.

1. How are you marking the guests who are of the legal drinking age (21 and over)?

- a. Wristbands that have been dated and marked for that event
- b. Specific hand stamp that is unique to the event
- c. Other (Describe)

2. How many drinks will you allow each person of legal drinking age to bring to the social event? (Recommendation of a limit of six standard drinks per attendee [6-pack of beer, 4 wine coolers, etc])

- a. Beer: # _____
- b. Wine Coolers: # _____
- c. Malt Beverages: # _____
- d. Liquor: # _____

3. How will you monitor that guests are only drinking the alcohol they brought and checked in at the social event?

4. How will you manage the event?

- a. How many entrances will there be to the party? (Recommendation is one) _____
- b. How many people are on the guest list? _____
- c. Who will be in charge (responsible) for the event? _____
- d. How many sober monitors will you have for the event? (recommendation is one sober monitor for every 15 attendees) _____
- e. Who will serve as sober monitors for the event? _____
- f. How will you identify the sober monitors during the event? _____
- g. What are the responsibilities of the sober monitors during the event?

Transportation:

1. Will you provide transportation to and from the event?

- a. If so, how?
 - i. Licensed transportation vendor (Charter bus)
 - ii. Campus safe ride program
 - iii. Pre-paid cab service
 - iv. Designated driver program
 - v. Other (Describe)

Planning a Third Party Vendor Event

Examples of Third Party Vendors include bars, restaurants, catering companies, hotels, etc. These are NOT individuals who work as bar tenders or who are TIPS trained.

A third party vendor must:

1. Be licensed to sell and serve alcohol in your state, county, and/or city.
 - a. Have you obtained a copy of the license from the vendor?
2. Have a minimum of \$1,000,000 of general liability insurance.
 - a. Have you obtained a copy of the Vendor's certificate of insurance?
3. Agree to a cash or credit, per drink sales only to individuals over the legal age.

Planning the event:

1. All guests must be carded at the door and again at the time of purchase to verify their age. Who is handling this at the door?
 - a. The Third Party Vendor (Recommended)
 - b. A hired security company
 - c. Sponsor of the party
2. How are you marking the guests who are of the legal drinking age (21 and over)?
 - a. Wristbands that have been dated and marked for that event
 - b. Specific hand stamp that is unique to the event
 - c. Other (Describe)
3. How will you manage the event?
 - a. How many entrances will there be to the party? (Recommendation is one) _____
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