

STUDENT OFF-CAMPUS EVENT POLICY AND PROCEDURE

02/22

PURPOSE:

Students participating in off-campus student hosted events represent Bellin College. This representation of the College may reflect both positively and negatively on the image of the institution as well as the organization.

While individual students enjoy freedom off-campus, they or their organization must realize when functioning under the College name, they are seen by others as Bellin College representatives. There must also be an understanding that the individual represents the organization or group running the event, and the organization or group needs to be responsible for the individuals. This extends to alumni participation at events. All college policies and procedures, Student Behaviors, handbook rules, etc. must be followed at all events on and off campus.

PROCEDURE:

1. If a student organization or group is planning an off-campus event (i.e.: dinner dance, retreat, service event, weekend away, field trip, etc.), you must submit an online Event form at least two weeks prior to the event, sooner if possible. This form is accessed at: <https://www.bellincollege.edu/campus-life/student-services/student-organizations/activityrequest/>
 - a. Information required upon event:
 - i. Contact information, student organization or group name, event name, event description, date/time of event, location of event, nature of the event, projected number students attending, and expected way of travel.
2. Each event will be reviewed by the Director of Student Affairs and DEI and others affected if need be.
 - a. It is the college's goal to have all events reviewed within 48 hours.

If Event is Approved:

Four days before the event all waivers (housed in the Director of Student Affairs and DEI office), guest lists, transportation details, risk management plan, alcohol management plan (if applicable), and copy of contracts must be turned into the Director of Student Affairs and DEI.

If Event is Denied:

If the event is denied the Director of Student Affairs and DEI will reach out with reasonings and suggestions to improve the event.

Risk Management Plan:

Litigation or the tendency of someone to sue in the event of an accident or injury has, unfortunately, become commonplace. Organizations, officers, administrators, and the college are all vulnerable. In this litigious environment, you must be realistic about safety and loss prevention practices. Be aware of the nature of your activities and the inherent exposures which may give rise to personal injury, property damage, or a lawsuit. Risk Management is the practice of assessing the risks inherent in a specific activity and implementing some controls which

reduce the potential for accidents and injuries to members and their guests. Risk management should always take precedence over expediency and shortcuts. A risk management plan must contain the following:

- If the event has alcohol the risk management plan must include an alcohol management plan which will help create an environment of responsible drinking and a way to prevent underage drinking.
- How the student organization or group plans to keep all members safe.
- How to ensure the event will not get out of control.
- How to ensure safe travel.

Enforcing an Alcohol Management Plan:

Student organizations that sponsor social activities which involve the use of alcohol are particularly vulnerable to lawsuits when accidents or injuries occur. The increased attention to alcohol's role in injuries and date rape, together with the greater tendency toward litigation, make it imperative for student organizations to manage themselves with extreme care and caution.

In an event something was to happen, the organization could face legal ramifications that extend well beyond just one organization. Careful pre-planning and preparation for one's social event will reduce the risk you face, but one could still be held liable. The following Alcohol Management Checklist is meant to provide organizations with awareness as well as a way of monitoring an organization's planning process and event. Following are some things to consider before an event:

- Alcohol will not be the primary focus of the event.
- A means of financing the event (not collecting money at the door) has been determined and implemented.
- A majority of social expenditure is being used toward the program activities, with NO alcoholic beverages purchased with group funds.
- Advertising for the event does not condone alcohol abuse.
- Alcoholic beverages are not being used as an enticement (reward, door prizes, benefit of membership).
- In planning the event, individuals have been assigned formal responsibilities and authority, specifically regarding behavioral management and distribution of alcoholic beverages.
- Specific individuals have been assigned in advance to be sober monitors during the event. They should have something on to identify them as a sober member in the case of an incident.
- A time duration for distribution and consumption of alcoholic beverages has been determined.
- Restrictions have been made regarding the total amount of alcohol to be available at the event.
- A maximum number of participants have been determined and planned for and a guest list is maintained.
- If alcoholic beverages are being distributed, transportation to and from the event MUST be provided.

- In the case of a large event where alcoholic beverages will be consumed, security has been hired.
- All participants will be required to show proof-of-age prior to their admission.
- If going to an establishment, alcohol will be monitored by the establishment's employees.
- Non-alcoholic beverages will be offered and easily accessible in reasonable quantities during the event.
- Adequate food will be provided throughout the evening.
- Guests who arrive at the event intoxicated will be asked to leave or be escorted from the premises.
- Uninvited guests will be refused admission into the event.
- The entire organization has been formally informed of the planning process and procedures for the event.
- All appropriate procedures (on/off-campus event registration form, contracts, etc.) have been completed.
- A formal evaluation process has been determined (who, what, when, etc.) regarding the planning process and program.
- The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or cases, is prohibited. All social events with alcohol must be cash bar only.

This checklist should be employed for all social events an organization sponsors that have alcohol present. If these points are addressed, the risk of something negative happening are greatly reduced; and if something should happen, one has taken proven steps to reduce organizational and personal liability.

Alcohol and Drugs

- The possession, use and/or consumption of alcoholic beverages in compliance with all applicable laws and rules of the state, county, city, and college
- Prohibit purchasing, selling, or serving alcoholic beverages to minors
- Prohibit purchasing alcohol with organization funds
- Prohibit the possession, sale and/or use of illegal drugs or controlled substances at any event or activity that an observer would associate with the organization
- Restrict the sponsorship of open parties

IF AN INCIDENT WERE TO OCCUR:

It is an unfortunate reality that from time to time a serious injury, major property loss, criminal activity, etc. will. These events of this nature grievously impact not only on the student organization or group, the campus community as a whole, and the families and friends of members. In the event of a crisis, all student organizations or groups must be prepared to respond quickly and appropriately. A copy of this policy should be kept in an easily accessible place and distributed to those running the event. There are several recommended steps to follow in the event of a crisis. In emergency situations, it is critical that you react calmly. The success of this plan depends on the thoughtful and cooperative responses by all members.

In an emergency situation, Bellin College employees are ready and willing to assist you. You should not fear approaching the college for assistance in a time of crisis. Our primary concern is for the safety and well-being of your members. In many cases, we can assist you in making important arrangements such as organizational management, group and individual counseling, administrative notification, and communication with the appropriate officials.

1. Determine who is in charge during an emergency/crisis
2. Take immediate care – If someone is injured, avoid touching them if possible. In the case of a disaster, find a safe place to go or follow the instructions given by the local authorities. Call 9-1-1 if you're off campus and if on campus call 920-433-6699.
3. Call the Director of Student Affairs and DEI at 920-639-3609 and inform them of the incident. They will be able to assist you in the next steps.
4. Document the incident – Take note of the people involved, witnesses, and a detailed description of the incident.
5. Submit a report – You will need to submit an Incident Report to the Director of Student Affairs and DEI the following business day.
6. Do NOT speak with the media – College Administration and Marketing will handle all of the public relations for an incident. Should a media source contact any member of your organization or your facilitator, refer them to the Vice President of Admissions and Marketing.

Officers/Leaders: As an officer or leaders are directly responsible for the behavior and general welfare of both members and their guests of the event. This includes abiding by all current laws of the state in which the event is being held.

Fire, Health, and Safety

Regardless of who owns the premises on which your organization sponsors an event or activity, you may be held liable if you are negligent in the planning. This includes choosing a location for your event that will accommodate the number of expected participants. Another consideration is a safety inspection of the facility by the officers, prior to the event, to investigate potential hazards. An emergency plan should be considered for every event; emergency numbers for fire, police and ambulance should be available.

Contracts

Any time you make a contractual agreement with an establishment, vendor or performer, it is very important to get it in writing. This protects your organization from unassociated, unreasonable, and/or unexpected costs. All Contracts must be reviewed by the Director of Student Affairs & DEI and student organization facilitator.

Establishment contracts

Establishment contracts are used when you arrange an event (i.e., Dinner Dance) at a supper club or similar establishment. It simply outlines the prices, deposits, and services agreed on by both parties. Such a contract protects you from being overcharged and nearly assures that you get what you were promised by the establishment. All Contracts must be reviewed by the Director of Student Affairs & DEI and student organization facilitator.

A contract is a legal document. **A contract should never be signed until you have read the fine print and agree with the entire contents. Be aware that when you sign a contract, you can be held personally liable if your organization does not follow through.** Be aware that in Wisconsin, verbal contracts are legally binding.



OFF-CAMPUS TRAVEL DISCLOSURE OF RISK, AGREEMENT OF WAIVER
RELEASE AND HOLD HARMLESS

**Please Enter Information*

Name (first, middle, last): Click here to enter text.

Dates of Trip: to

Street Address: Click here to enter text.

City Click here to enter text., **State** Click here to enter text.,

Zip Code Click here to enter text.

Email: Click here to enter text.

Bellin College believes that organized off-campus activities by its students are an important part of the students' overall learning experience. Off-campus activities do, however, involve significant risks, both to students participating in them and also to the college based upon the manner in which students conduct themselves while off campus.

By signing this form, the above-named student agrees as follows:

1. To observe standards of conduct outlined in Bellin College Code of Conduct and all Bellin College policies and procedures applicable to the student while participating in the off-campus activity referenced above (the "Activity"), understanding that such compliance is important to the success of the Activity and to the college's willingness to permit future similar activities.
2. To conform the student conduct to the standards surrounding the Activity and assume responsibility for their actions, understanding that the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus.
3. That the student does not act as an agent or representative of the college and, accordingly, shall not have or hold them out as having the power or authority to bind or create liability for the college by virtue of the student's negligent or intentional acts or omissions.
4. To assume full financial responsibility for all costs and expenses incurred by the student in connection with the Activity, including without limitation financial responsibility for damage or destruction to property of third parties.
5. To obtain and maintain such health, accident, disability, hospitalization and travel insurance as he or she may deem necessary for the Activity, and to be responsible for the costs of such insurance and any expenses not covered by insurance.

6. To immediately disclose to the college any physical or emotional conditions or problems that might impair their ability to complete the Activity, and that they hereby release the college and its trustees, officers, employees, agents and representatives from any and all claims, demands, injuries, damages, losses, actions, causes of action, or expenses whatsoever arising out of their failure to disclose such conditions or problems.

7. That participation in the Activity is entirely voluntary, and that the student is fully aware, having sought and obtained such information and advice as the student feels are necessary and appropriate, that such participation involves risk of injury and property damage, including possible short-term and long-term disability, and even death. These risks can come from causes which are many and varied, may not even be presently foreseeable, and may include negligent or intentional acts or omissions of others. The student acknowledges, accepts, and assumes all such risks, whether or not presently foreseeable and whether or not caused by the negligent or intentional acts or omissions of others, and elects voluntarily to participate in the Activity. The student releases the college and its trustees, officers, employees, agents and representatives from any and all claims the student may have in the future, waives all such claims, and agrees not to sue the college or its trustees, officers, employees, agents and representatives for any such claims, arising out of his or her participation in the Activity, including but not limited to claims arising out of the negligent or intentional acts or omissions of others.

Participant Signature: _____ **Date:** _____

IN WITNESS WHEREOF, Participant has executed this Agreement at Bellin College, 3201 Eaton Rd, Green Bay, Wisconsin on this Date: _____

Witness Signature _____ **Date:** _____

Parental/Significant Other Acknowledgement (optional):

Parental/Significant Other Signature: _____