

## **CALIFORNIA INSTITUTE OF TECHNOLOGY**

### **POLICY AND PROCEDURES FOR THE USE OF ALCOHOL AT STUDENT EVENTS**

#### **PHILOSOPHY**

**Caltech is committed to providing its students, faculty and staff with an environment that promotes safe and responsible social interaction. The Institute's concern over the illicit use and the abuse of alcohol and drugs results from the serious health hazards caused by substance abuse and from the potential legal penalties for those convicted of unlawful use, possession or distribution of these substances, and by the ways in which alcohol and drugs adversely effect our campus environment. All members of the Caltech community should be familiar with and adhere to the Institute's Policy on Substance Abuse.**

**Caltech's primary approach to preventing substance abuse is to educate its students regarding the medical and psychological hazards of abuse and to increase student sensitivity to the ways in which substance abuse interferes with the rights and privileges of others. The Institute encourages the further growth of a community where substance abuse is not condoned and where those with related problems are provided with assistance.**

**The Caltech community, guided by the Honor Code, is founded on trust, respect, and responsibility. These principles apply to all aspects of Caltech life, including alcohol and substance use and abuse. Caltech has a long-standing tradition of students acting responsibly and refraining from actions that are damaging to others or to the Institute.**

**Individuals are expected to take responsibility for their own conduct and to comply with state and federal laws as well as with Institute policy and the Honor Code.**

#### **FEDERAL AND STATE LAW**

**Caltech abides by Federal and State laws in regards to the use of illegal drugs and alcohol. As of 2003, it is a criminal offense:**

- To use, possess, cultivate, manufacture, sell, or transfer illegal drugs, or to illegally use other drugs or prescriptions**
- For any person under the age of 21 to consume, purchase or possess alcohol**
- To provide any alcoholic beverage to a person under the age of 21**
- To provide any alcoholic beverage to an obviously intoxicated person**

- To be under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others.
- To operate equipment or vehicles after consuming alcohol or drugs.
- To have in one's possession or to use false evidence of age and identity to purchase alcohol
- A student's eligibility for federal financial aid may be suspended if the student is convicted, under federal or state law, of an offense involving the possession or sale of illegal drugs.

#### **CALTECH POLICY ON CONTROLLED SUBSTANCES AND ALCOHOL**

- The Institute maintains a drug-free workplace and campus.
- Members of the Caltech community are expected to act lawfully with respect to the possession and consumption of alcoholic beverages.
- All members of the Caltech community, including students, are prohibited from returning to work in an experimental lab after having consumed alcohol.
- Consumption of alcoholic beverages in public areas outside residences such as walkways, building steps and porches, and green spaces (e.g. the Olive Walk, Millikan Pond area, the Beckman Mall) is not permitted regardless of drinker's age unless the event is registered.

#### **PLANNING STUDENT EVENTS AT CALTECH**

Caltech recognizes that student parties and activities are an important part of campus life. The information provided here is intended to help you minimize the risks associated with sponsoring a party, and to help individuals and organizations plan and execute a safe, healthy, fun and problem-free event.

Undergraduate event planners are encouraged to consult with Sue Chiarchiaro in the Deans' office before beginning the process. Graduate students should check with the office of the Dean of Graduate Studies. To determine if your event must be officially registered, access the [undergraduate event registration form](#) or the [graduate registration form](#) on the Student Affairs Policies Webpage:

<https://studaff.caltech.edu/policies>

## PLANNING REQUIREMENTS

These requirements apply to events taking place in an Institute common area (any area outside of an individual's apartment or private room). Examples of common areas include house lounges, dining rooms, and courtyards, the Catalina Recreation Room, Dabney Lounge, etc. These planning requirements do not apply to actions that take place in private rooms within student residences or student apartments unless there are more than 15 people present. Such locales are governed by applicable laws and conditions of the housing contract.

All student events at which alcohol will be served (including official campus functions, registered events, and private parties) must adhere to the following guidelines:

- In order for an undergraduate to use Institute funds (including house dues, club funding, and student government funding) for an event where alcohol is served, prior authorization must be received from the Undergraduate Dean's office. Graduate students should consult the Dean of Graduate Studies.
- For undergraduates, two students, who have each completed the Host Training Program <https://spa.caltech.edu>, must sign the Event Registration Form <http://studaff.caltech.edu/policies> on behalf of the sponsoring organization, signifying that the organization agrees to abide by Caltech procedures and applicable law. All hosts must be 21 or over.
- Events where alcohol is served may be open only to members of the Caltech community and their invited personal guests.
- Events should not promote the inappropriate or excessive use of alcohol.
- Professional bartenders are required at any event where alcohol is served and those under legal drinking age are present. Professional bartenders may also be required at the discretion of the Institute if circumstances so require. A current driver's license with a picture, a state issued identification card, or a passport is the acceptable means of legal drinking age identification.
- Any event at which more than 50 guests are anticipated must provide wristbands to students who are 21 or over.
- A bartender may not serve alcohol to any individual who is under 21 years of age or to anyone who is intoxicated. A bartender may not serve more than one drink to one person at any one time.
- Alcoholic and non-alcoholic beverages must be free and provided in quantities determined by the proportion of guests above and below legal drinking age. An adequate supply of quality nonalcoholic beverages must be provided throughout the duration of the party. Alcohol may not be served if non-alcoholic beverages run out. Food must also be available throughout the duration of the event.
- Campus security must be present at any registered event where alcohol is served unless the Dean or Associate Dean of Students, or Dean of Graduate Studies grants an exception.
- All events must conclude by the time governed by Institute Policy which is 2:00 a.m. The bar must be closed at 2:00 a.m. and Security will be present to assist in

**this process. This will include removing remaining alcohol to a designated secure location, taking inventory of House bar contents, and/or disposing of opened containers, if necessary.**

- An accessible shared supply of alcohol may not be held by houses, individuals or clubs. This includes, but is not limited to, unregistered kegs, trash can punches and beer fridges. Alcohol also may not be stored in common areas; this includes, but is not limited to, any kitchens or lounges.**
- Any drinking games or any other activities that promote the rapid and/or excessive consumption of alcoholic beverages are prohibited.**

## **LIABILITY**

**While the law regarding civil liability is complex, it is important to know that under some circumstances student houses, event sponsors, bartenders or others might be held legally liable for the consequences of serving alcohol to underage drinkers or to obviously intoxicated persons. You could be sued and potentially found personally liable for damages to any injured party or parties.**

## **INSTITUTE –IMPOSED CONSEQUENCES FOR POLICY VIOLATION**

**Caltech will impose sanctions on individuals and organizations that violate this policy. These sanctions and penalties will depend on the severity of the offense. The penalties can be imposed by the Dean or Associate Dean of Students or the Dean of Graduate Studies, the Senior Director for Student Activities and Programs, Campus Life, the Conduct Review Committee, the Board of Control, the Graduate Review Board, and the Vice President for Student Affairs. For undergraduate violations, the Routing Committee (made up of the Chair of the Board of Control, the student Co-Chair of the Conduct Review Committee, the Senior Director for Student Activities and Programs, and the Associate Dean of Students) determines who will hear the case. For graduate students, the Dean of Graduate Studies and the Chair of the Graduate Review Board will meet to determine who has jurisdiction over the case. Penalties can include expulsion from the Institute and referral to civil authorities for prosecution for violations of the law. A student who is found to be selling or providing illegal drugs can be suspended or expelled from the Institute, even for a first offense.**

**In addition to suspension or expulsion, other sanctions may include the following:**

- \*Verbal and written warnings**
- \*Organizing an educational program for peers**
- \*Community service**
- \*The completion of an appropriate rehabilitation program**
- \*Social probation for an individual or a group**
- \*Persona non grata status**
- \*Suspension from housing**
- \*Attending a substance abuse awareness program**

Houses and student organizations that flagrantly or frequently violate the policy will have restrictions placed on parties, events and/or other social activities. An event may be closed immediately or other interventions may be taken to correct the violation. Disciplinary action may be invoked entirely apart from any civil or criminal penalties that the student might incur.

Students should understand that inebriation is never an excuse for misconduct - that a student's careless or willful reduction, through the use of alcohol or other intoxicants, of his or her own ability to think clearly, exercise good judgment and respond to rational intervention may invoke more stringent penalties than otherwise might be levied.

Recent legislation allows institutions of higher education to contact parents when their adult children violate a school's alcohol or drug policy. It is a possibility that if a student's behavior with respect to alcohol and drugs presents a danger to themselves and/or others, Caltech may inform parents. This will be deemed necessary by the Deans in consultation with other offices as necessary.

### ALCOHOL SAFETY

When planning an event where alcohol will be served, it is important to be aware of the need to implement a plan to promote the health and safety of your guests. Caltech's alcohol policy and programs are intended to encourage its community members to make responsible decisions about the use of alcoholic beverages, and to promote safe, legal and healthy patterns of social interaction.

As an event host or as a participant, it is important to be educated regarding signs of intoxication, signs and symptoms of alcohol poisoning, and managing high-risk guests.

In order to manage high risk guests, the following is a list of suggested Dos and Don'ts:

#### **Do...**

- \*Be friendly but firm
- \*Be assertive and nonjudgmental
- \*Make sure you have others close by for support
- \*Use the guest's friends as your allies
- \*Offer guests an alternative to drinking; this will allow the guest to "save face" and feel in control

#### **Don't...**

- \*Be angry or obnoxious
- \*Back down or change your mind
- \*Hesitate to call your RA or Security
- \*Take statements personally or get into a shouting match.
- \*Touch anyone without good reason; if a person attacks you, only use enough force to restrain them

**\*Be aware of possible aggression; try to get the person away from the crowd and distracted from possible sources of anger**

**\*Embarrass the guest; others observing the situation may feel a need to intervene or retaliate.**

**In addition, an ability to differentiate between the symptoms of alcohol intoxication and an alcohol emergency is critical. Signs of intoxication include**

- \*Talking loudly, then very softly**
- \*Rambling or irrational speech**
- \*Acting aggressively or belligerently**
- \*Spilling drinks**
- \*Decrease in coordination, e.g. missing mouth while attempting to drink**

**In contrast, the signs and symptoms of alcohol poisoning are more severe and dangerous. There is no way to sober someone up quickly. It takes about as many hours to sober up as the number of drinks consumed. If the individual exhibits**

- \*Unconsciousness or semi-consciousness**
- \*Slow breathing - 8 breaths or less a minute**
- \*Cold, clammy, pale or bluish skin**
- \*Does not respond to sounds, pinching, prodding or poking**

**it is highly possible that he or she has alcohol poisoning.**

#### **WHAT TO DO:**

**Stay with the person until help arrives**

**Telephone ext. 5000 or 395-5000 immediately**

**Observe the person's vital signs (level of consciousness, breathing rate, color of skin)**

**Prevent choking by rolling the person onto their side**

**In cases of intoxication and/or alcohol poisoning, the primary concern is for the health and safety of the individuals involved. Individuals are strongly encouraged to call for medical assistance for themselves or for a friend/acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or drug-related overdose will be subject to discipline for the sole violation of using or possessing alcohol or drugs. A staff member may follow-up with the student after the incident to determine his or her health and welfare.**

## **COUNSELING AND TREATMENT**

**Students who believe they may have an alcohol or drug problem are strongly encouraged to seek assistance through resources available at the Institute. Students should seek aid through the Health and Counseling Centers, the Deans or the Senior Director for Student Activities and Programs. Such contacts will be kept confidential, except as required by law or the immediate health, safety, or security of the individual or others.**

## **RESOURCES**

**You can always contact your RA, RLC and Health Advocate.  
Additional resources include:**

<b>Security</b>	<b>ext. 5000</b>
<b>Health Center</b>	<b>395-6393</b>
<b>Counseling Center</b>	<b>395-8331</b>
<b>Health Educator</b>	<b>395-2961</b>
<b>Huntington Hospital Emergency Room</b>	<b>397-5111</b>

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