

## **Frequently Asked Questions Regarding the Social Function Registration Form**

### **Under what circumstances do students need to register a social function?**

On campus, functions must be registered when they involve AT LEAST 6 people in a single, 8 people in a double, triple, or quad, or 10 people in an apartment, including the residents of the room, and when alcohol will be present. (Total capacity of the room may never exceed fire code regulations.) Functions with fewer people and functions that will not involve alcohol do not need to be registered.

In Non-Traditional Housing Facilities functions must be registered when they involve AT LEAST:

#### **Grey House:**

Apartment 3: Minimum of 8 people not to exceed 18 people (this includes the 3 residents)

Apartment 4: Minimum of 8 people not to exceed 24 people (this includes the 4 residents)

Apartment 5: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

#### **Red House:**

Apartment 1: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

Apartment 2: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

#### **White House:**

Apartment 1: Minimum of 8 people not to exceed 12 people (this includes the 2 residents)

Apartment 2: Minimum of 10 people not to exceed 25 (this includes the 5 residents)

Apartment 3: Minimum of 8 people not to exceed 24 people (this includes the 4 residents)

Apartment 4: Minimum of 8 people not to exceed 24 people (this includes the 4 residents)

#### **London House:**

Apartment 1: Minimum of 8 people not to exceed 18 people (this includes the 3 residents)

Apartment 2: Minimum of 8 people not to 24 people (this includes the 4 residents)

Apartment 3: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

**Yellow House:** Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

#### **All Cottage Lane Duplexes:**

Individual Single Room: Minimum of 6 people not to exceed 6 people (this includes the 1 resident)

Shared Common Space: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

### **How does the process work?**

The residents hosting the function must complete the form and bring it to the Campus Safety office located in James House.

### **How far in advance does a function have to be registered?**

Functions must be registered by 7:00 p.m. on the evening of the event, or one hour prior to the start of the event, whichever comes FIRST. This means that if a group is gathering to watch a 3:00 football game, the event must be registered by 2:00.

**How will the staff members know about events taking place?**

The forms will be kept in a binder at Campus Safety. Res Ed, the Parent and Community Partnerships Coordinator and/or Campus Safety staff can refer to the forms as needed.

**Can students submit one form to cover more than one function?**

Yes, as long as those functions are held within a four day period, and all hosts are the same.

**What if a roommate is away for the evening, or is not participating in the function?**

S/he should not be listed as a host, and will not be held responsible for the function.

**Who can host a social function?**

As the alcohol policy outlines, alcohol may be present in a room in which at least one of the residents is 21. In keeping with that policy, at least one of the hosts listed on the registration form must be 21 or over. The Sober Host may be of any age.

**Is the Sober Host more responsible for the function than the other hosts?**

No. All hosts of a function share responsibility for the function.

**Does the sober host have to be a resident of the room/apartment where the function is being held?**

Yes.

**Can one person act as sober host for events in more than one location in an evening?**

No.

Can more than one person be listed as the Sober Hosts?

Yes. All Sober Hosts must abstain from using alcohol or other drugs for the duration of the function.

Where can residents get copies of the form?

RDs and RAs will have them. They can also be downloaded from the CSC web site.

Can a function be registered at any time?

Functions may not be registered during Orientation, Reading Days, Final Exams, or vacation closing periods.