



MIT GUIDELINES FOR EVENT HOSTS

Dorm Event Registration + City of Cambridge License

In addition to the guidelines below, Event Hosts are responsible for adhering to applicable state laws, as well as all MIT policies and procedures governing events and alcohol. For more information regarding procedures for serving alcohol at events and applicable state laws, please consult the MIT Alcohol Policy website: <http://web.mit.edu/eventguide/eventregulations/alcohol.html>, or **contact your Area Director** to set up a time to meet to assist you in registering for your party.

CITY OF CAMBRIDGE LICENSE

A **City of Cambridge Liquor License** is required for all events where a cash bar is present (even those catered by MIT catering) or where there is an admission charge at the door (if alcohol is available).

<http://www.cambridgema.gov/permitsandapplications/detail.aspx?path=%2Fsitecore%2Fcontent%2Fhome%2Fpermitsandapplications%2Fpermits%2FA%2Falcohollicenseforoneday>

A **City of Cambridge One Day Entertainment License** is required for all events that take place outside of a dorm, on that dorm's property (e.g., EC Courtyard). Obtaining this license notifies Emergency Services of events, and to create a proactive approach to ensure good community relations. For example, loud noise levels are expected to increase during registered events.

<https://www.cambridgema.gov/permitsandapplications/detail.aspx?path=%2Fsitecore%2Fcontent%2FHome%2FLicense%2Fpermitslistpage%2Falphabeticalpermitfolders%2Fo%2Fonedayentertainmentlicense>

Applying for a One Day Entertainment license:

- Request a One Day Entertainment License application form from your Area Director
- Fill out application and return it to the City of Cambridge with printed copy of Atlas Registration approval (in person)
- Pay at \$50 license fee to the City of Cambridge with cash or check ONLY (in person)
- The Event Host must be 21+ years of age with a valid form of identification
- Application must be turned in the Thursday two weeks prior to the event

ALCOHOL PROCEDURES OF EVENT HOST

- All servers and Event Hosts may not consume alcohol during event
- The event must be confined to the assigned room or facility as stated on the approved Atlas Event Registration Form.
- All provided alcohol must remain within the event facility.
- Proof of age must be checked at all entrances to an event. Guests must wear a wristband or other non-duplicate proof of legal drinking age. Proof of age should be checked again when alcohol is served. Hosts are required to attach the bands for the guests.
- Alcohol, if provided, must be dispensed from a cash bar if admission is charged at the door, Massachusetts General laws prohibit free drinks at licensed events. The minimum price for alcohol at a cash bar is 50 cents.
- Alcohol must be attended to at all times. Guests may never be able to help themselves to drinks.
- A server may not serve more than two drinks to one person at any one time. Pitchers or punch bowls may not be used for service.
- Alcohol may not be served to any individual who is under 21 years of age. Violation of this may result in \$1,000 fine, 6 months of imprisonment, or both (M.G.L. c138 s34).
- Alcohol may not be served to any individual who is intoxicated.
- Non-alcoholic beverages and food must be available.
- "Last Call" must be made at least one half hour prior to the event closing time.
- No outside alcohol (i.e. alcohol not provided by the host) may be present at the event.



MIT'S RESTRICTIONS ON THE USE OF INSTITUTE FUNDS

It is prohibited to use Institute Funds (*your student organization's funds, ticket sales and cash exchanged at the event ARE Institute Funds*) to purchase alcohol. In the case of events sponsored by academic departments, labs and centers, or by administrative units, this prohibition may be waived with the approval of the relevant dean, vice president, or other senior officer, based on determination that the requirements for serving alcohol at events are understood and will be observed. The prohibition may not be waived when the sponsoring organization is student-run, unless the group is designated as a graduate student organization, and has prior signed approval from the Office of the Dean for Graduate Education or a member of the Academic Council. Moneys from student-run organizations may be used to hire bonded bartenders and purchase any applicable licenses.

When determining if your event is using MIT funds to purchase alcohol, it is important to understand that your organizational funds are MIT funds. Cash bars do not use MIT funds to pay for alcohol, rather you are paying for a service, and your guests pay for their alcohol. Drink tickets, drinks included in ticket prices, or open bars are all examples of MIT funds used to purchase alcohol, and must be approved by your appropriate Dean or Academic Council member. Sloan student organizations must speak with the Sloan Student Life Office regarding exceptions.



Student Event + Alcohol Proposal Form

From MIT's Mind and Hand Book

The Institute does not intend through its guidelines or policies to restrict the responsible use of alcohol by members of the MIT community who are at or above the legal drinking age of 21. <https://handbook.mit.edu/alcohol>

ADVERTISING AN EVENT WHERE ALCOHOL WILL BE SERVED

Advertising must focus on the event, not the alcohol. Phrases such as "Beverages Available" and "Positive ID required" are acceptable, while phrases such as "Wine & Cheese Party" and "Beer Bash" are not. Advertising may not offer free alcohol, provide details on the type or brand of alcohol to be served, or include phrases such as "All you can drink." Social media may not be used to advertise an event.

1. Please describe the purpose of your event:

2. The Event will be:

21+ only All Ages estimated percentage of guests 21+

3. List the full name/s and age (21+ only) of the Event Host/s (who is prohibited from consuming alcohol at the event)

4. Age Verification and Serving Protocol: Proof of age must be checked at all entrances to an event at all times. Those guests that are 21 years of age or older must wear a wristband or other non-duplicate proof of legal drinking age (i.e., driver's license) at all times. The SAO (Student Activities Office) or your Area Director can provide you with wrist bans. Please contact at least 5 days in advance to ensure enough wrist bands are available.

What procedures will be used to ensure that the event complies with MIT policy and Massachusetts State Law?

5. Monitoring Guest Safety: It is the responsibility of the event host and sober monitors to ensure that guests who are intoxicated are not allowed to enter the event and are provided with medical attention. Additionally, guest safety and responsible consumption are often directly related to alcohol service at the event. One sober monitor is required for every 25 guests in attendance.

What procedures will you utilize to ensure guest safety?

6. Location of registered parties must take place in hall lounges (not hallways). Please list the lounges that will be utilized for your registered event:



By signing below, I confirm that I have read, fully understand, and agree to comply with applicable state laws and the policies stated above, and that I will review them with all servers of alcohol at my event. I understand that disregard for these guidelines may result in action by MIT, including closure of the event or individual disciplinary action.

This completed, signed form must be uploaded to your Atlas Event Registration, with Host information matching the information provided on the Atlas Event Registration Form.

Signature of Event Host:

Event Host Name:

Event Host Email:

Date: