COLUMBIA RESIDENTIAL LIFE
EVENT POLICY AND REGISTRATION GUIDE

reslife@columbia.edu

Alcohol Policy:

All students and guests must follow the University policy and all applicable laws regarding alcohol. No person under the legal drinking age may possess, consume, provide, sell, or be provided alcoholic beverages.

Except when served by a licensed third-party vendor, alcohol products above 15% ABV (30 proof) at any organization event are prohibited.

Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests (ex: admission fees, cover fees, collecting funds through digital apps, etc.)

Common sources of alcohol, including bulk quantities are prohibited.

An organization must not co-host or cosponsor an event with a bar, event promoter, or alcohol distributor, however, an organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host an organizational function.

Any event or activity related to the new member joining process must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization. Including but not limited to “bid night”, “big/little” events or activities “family” events or activities, and any ritual or ceremony.

Activities that involve the rapid consumption of alcohol, such as drinking games, are prohibited.

Social Events Policy:

This policy governs all recognized residential student organizations under Undergraduate Student Life and Residential Life. This policy is designed to complement those of (inter)national organizations and the University Policy on Alcohol and Drugs. Where policies conflict, it is the responsibility of the student organization to follow the strictest of the policies.

Organizations are responsible for reporting any incident of injury or violation of policy at their event. Should an incident occur at any event sponsored or co-sponsored by your organization, you must notify the Director of Fraternity & Sorority Life or designee (reslife-fsl@columbia.edu) within 24 hours of the incident occurring. In order to respond to incidents or alert the University to a crisis situation, please contact 911 or Public Safety (212-854-5555) depending on the severity.

Any organizational event with alcohol, regardless of location must be registered with Undergraduate Student Life.

Any event with alcohol held in a Brownstone must follow BYOB guidelines. Alcoholic beverages must be brought by individual members and guests who are 21+.

Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization must utilize a guest list system. Attendance at events with alcohol must not exceed local fire or building code capacity.

During events, access to private rooms should be strictly maintained to residents only.

Organizations who have on-campus housing are responsible for any and all events that take place within their facility, including being responsible for all guests, and any events that are considered to be co-sponsored.

All recognized student organizations are expected to follow all applicable federal and state laws, as well as campus policies. It is also an expectation that organization leaders and event hosts familiarize themselves with applicable laws and policies prior to hosting any social events.

Any event with alcohol or amplified sound requires an event walkthrough by staff from Residential Life. Any event with backyard access requires an event walkthrough by staff from Residential Life. At the discretion of the Director of Fraternity and Sorority Life, or their designee, any event may require a walkthrough by staff from Residential Life. The Event Host must be present for the entire walkthrough to accompany Residential Life staff and address any policy violation or concern immediately

Residential Life staff has the authority to prohibit an event from occurring, or shut down an event at any time if a violation of policy is discovered.

Residential Life and / or Columbia University Public Safety always have the right to enter into Brownstones or other facilities owned by the University to ensure policy compliance.

Eligibility:

In order to be eligible for a residential student organization to host a social event in their facility, they must be in good standing with Columbia University, and have completed all required trainings. Additionally, all fraternity and sorority residential organizations must have an updated risk management plan on file with the Office of Fraternity & Sorority Life.

Each organization must have a certified and trained Event Host for any registered event, as well as trained Event Monitors. All of whom must be present and substance-free for the duration of the event.

Registered events must have prior approval by their staff advisor

Submitting a registration form does not guarantee an event will be approved. Event Hosts will receive an email from Residential Life outlining an event approval or denial.

Event Host:

All registered events are required to have a sole individual who is identified as the Event Host. The following are a list of requirements for the Event Host.

- Event Hosts for events with alcohol must be 21+
- Event Hosts must have completed Responsible Event Host Training as well as the additional training
- Event Hosts must be a member of the organization where the event is taking place. If the event is off-campus, the Event Host must be a member of the organization with primary responsibility for the event
- Event Host is responsible for organizing clean-up efforts, as well as reporting any facilities issues or incidents during or directly after the event
- Event Host must be present for the walkthrough and for the entirety of the event
- Event Hosts and all Event Monitors must be substance-free during the entirety of the event

Event Types:

- BYOB
- 3rd Party Vendor (not allowed in on-campus housing)
- Alcohol-Free
- Homecoming / Bacchanal
    - For any residential organization hoping to host a social event for Homecoming or Bacchanal in their residence, there will be a mandatory training that at least three members of each organization (including the event host) must participate in to be eligible to host an event. All Homecoming / Bacchanal events require a walkthrough by Residential Life staff

Event Times / Backyard Access:

Registered social events are permitted on or after the first day of classes, with the final day to host a social event being the final day of classes in any given semester. Summer and winter break social events are not permitted.

No events will be permitted during break periods (ex: Fall, Thanksgiving, Winter, Spring, Summer) or designated University Holidays (including the weekends leading up to a Monday University Holiday or break period).

Organizations must at all times respect quiet hours and New York City Noise Code. Events with amplified sound (anything larger than a small Bluetooth speaker) will only be permitted between 12pm and 2pm, and 5pm – 10pm.

Social events Sunday through Thursday may only take place between 6pm – 10pm. Social events Friday and Saturday may only take place between 12pm – 12am.

Organizations may host events with backyard access on Saturdays and Sundays from 12pm – 3pm. Amplified sound is never permitted in backyards, even during registered events with backyard access.

Registration:

Events that need to be registered:

- Any event with alcohol (on or off campus)
- Any event with amplified sound
- Any event with backyard access
- Organization events with invited guests who are not current active members (on or off campus)

Events must be registered by ten (10) business days prior to the event.

Important Policies:

- Amplified Sound / Noise Control Policy
- Policy on Alcohol and Drugs
- Columbia Housing Guide to Living
- Responsible Community Action Policy

Resources:

- Event Registration Form
- Holmes Murphy Event Planning Guide
- BASICS
- Health Education Visit
- Responsible Community @ Columbia Mini-Grant Request Form