

## **I. Serving Alcohol at Events at the Harvard Graduate School of Design**

The Harvard Graduate School of Design has a special policy governing the serving of alcohol and alcoholic beverages at school events, including those held on school property, which are open to the GSD community or invited guests. The following guidelines must be observed when serving alcohol at a function at the GSD:

1. As with any other event, students must contact Building Services to reserve a room and fill out an event prep form. In order to leave time for clean up, no room can be reserved where alcohol will be served that will be used for a school activity such as a class or conference on the following morning.
2. Students must notify Laura Snowdon, Dean of Students, if they plan to serve alcohol at a function.
3. Only bottled beer and wine can be served. Kegs are prohibited as well as hard liquor. Food must always be available when alcohol is served. Non-alcoholic beverages should be available.
4. A person should be designated as the contact person and that person's name and cell phone number should be given to Building Services, Laura Snowdon and the security guard.
5. As with all events, students are responsible for restoring the room to its original set up and are completely responsible for clean up. On request, Building Services can leave out extra bins for bottles and extra trash bags. Students must remove trash bags. For large events, when outside cleaners are required, it must be coordinated with Building Services. Building Services will hire the cleaners and there will be a fee (approximately \$300 for events inside Gund Hall – 4 cleaners for 2 hours).
6. The event must end no later than midnight unless there are special circumstances that the Student Forum has discussed with the Dean of Students. Please be considerate of students who choose to be working during the event.
7. If a DJ will be hired and the event will take place in Chauhaus, the Student Forum must approve the use of a DJ. The Student Forum represents the student population and can assess the impact of a DJ on the comfort of the students in the trays.
8. Any event hosting 50 or more people must have a member of the Beverage Authority Team (BAT) or TIPS trained individual and that individual must serve the alcohol. Members of the Beverage Authorization Team must be contracted to distribute alcohol. The servers will stop serving alcohol at 1:30 a.m. (per Massachusetts law) should the party be allowed to continue past midnight.
9. Any event hosting 100 or more people where alcohol is served must have a Harvard University Police Officer present.
10. Persons wishing to be served alcoholic beverages by the GSD or its agents must demonstrate proof of minimum drinking age by showing a valid ID to a BAT person, TIPPS-trained person or other designated person. The minimum drinking age in Massachusetts is 21.

11. Persons who have been designated to serve alcohol will not serve or provide alcoholic beverages to anyone who appears intoxicated.
12. Any student who knowingly makes a false statement about his/her age, who shows a fake ID, or who makes alcohol legally obtained from the school or its agents available to an underage person is subject to serious disciplinary actions, including probation or dismissal from the GSD.
13. Each organization is responsible for making all the above arrangements. As stated previously, the Dean of Students must be notified when alcohol will be served.

## **II. Security Needs**

The services of the Harvard University Police or Allied Security may be required under the following circumstances:

1. When the organization is collecting cash for admissions;
2. When the safety of the invited speaker or community members is suspected to be at risk;
3. When a large crowd is expected;
4. When an event, lecture or speaker is suspected to be controversial in nature;
5. When alcohol is sold.
6. When alcohol is served and more than 100 people are expected.

For security costs and additional information, contact GSD Building Services, 617-496-8206. Please consult with the Student Services or Building Services office if you have questions concerning the need for security.