



# DEPAUW UNIVERSITY

Est. 1837

## **Event Registration Guidelines & Information for University-owned Apartments, Houses & Rector Village suites**

---

### **Event Registration Guidelines**

Any event in university owned living units at which 10 or more guests will be present must be registered, regardless of whether or not alcohol will be present. These policies help ensure the safety of the guests, the legal and safe consumption of alcohol, compliance with fire code and noise regulations, and the continuance of positive relations with neighboring community members.

Registration is required so that student hosts will have the opportunity to understand the responsibilities and liabilities associated with hosting an event, including risk management procedures and to allow appropriate student services staff to be prepared to respond in case the host needs assistance during the event. Campus Living and Community Development may share the information in this event registration with Public Safety, Campus Activities, Athletics and other university offices.

Parties, events, and other situations involving alcohol may not be held during times at which regularly scheduled classes are in session or on the evening before a day on which classes are regularly scheduled to meet. Events with alcohol can only be registered for Friday and Saturday nights, with exception being if final examinations are being held at that time.

Student services will hold those accountable who are responsible for a violation of University policy. Additionally, individuals may be responsible for violating more than one component of the policy on the use of alcoholic beverages. Students may also be held accountable as a group if it meets the criteria in the Student Group Responsibility section of the Student Handbook (see below).

Students are responsible for ensuring that their behavior and that of their guests does not violate policies, laws, or rights of others. Because the actions of guests also impact members of the DePauw community, students assume responsibility for those they host in the community.

The resident(s) that is responsible for a registered event is expected to act promptly and responsibly on all complaints or concerns voiced by an outside agency, such as Public Safety, Campus Living and Community Development, neighbors, etc. Understand that Campus Living and Community Development reserves the right to immediately end any event that solicits complaints, concerns or that reflects an unsafe or illegal environment.

The latest that a registered event can go is until 2:00 AM. In University Owned Apartments and Houses (UOAH), neighborhood quiet hours, as determined by the city of Greencastle, regulate that sound or noise should not be intrusive to your neighbors at any time—but specifically after 9:00 PM from Sunday to Thursday and 11:00 PM on Saturday and Sunday. In Rector Village, quiet hours are Sunday through Thursday are 11:00 PM to 8:00 AM; on Friday and Saturday, quiet hours are 1:00 AM to 10:00 AM.

Twenty-four hour courtesy hours are always in effect for both UOAH and Rector Village, meaning that students can be contacted at any time for any noise level that is deemed disruptive by an outside agency

Contact all of your immediate neighbors and let them know about the upcoming function, date, starting time and ending time. Give your neighbors the name of the resident who is responsible for this function and a contact number so they can call the living unit directly if they have concerns.

### **Student Group Responsibility**

DePauw student organizations are expected to adhere to the Code of Conduct and to other applicable policies. Failure to do so may result in University action being initiated against the group; Consequently, policies, procedures and penalties set forth in this section apply to student organizations collectively as well as to individual students.

Officers of student organizations are responsible for assuring compliance with regulations and may be held accountable for failing to do so. They are also responsible for representation of their group when University proceedings are initiated.



# DEPAUW UNIVERSITY

Est. 1837

## **Event Registration Guidelines & Information for University-owned Apartments, Houses & Rector Village suites**

---

Student Group violations of DePauw University's policies and procedures may occur when any one of the following situations exists:

1. Members of the group act in concert, or the organization provides the impetus for violation of University policies and procedures.
2. A violation arises out of a group sponsored, -financed or -endorsed event.
3. A group leader(s) has knowledge of the act or incident before or while it occurs and fails to take corrective action.
4. The incident occurs on the premises owned or operated by the group.
5. The incident occurs at an off campus facility leased/rented/used by the group for an off campus event.
6. A pattern of individual violations is found to have existed without proper or appropriate group control, remedy or sanction.

Some DePauw student organizations belong to a governing council that adopts policies and procedures applicable to its organizations and their members. For example, fraternities and sororities have organized councils such as IFC, MGC, NPHC and/or Panhellenic. DePauw University expects that council policies and procedures will be followed and enforced by the student organizations and councils. Should you have questions regarding this, please consult with your council, organization or athletic team

### **Indiana State Law**

Per Indiana State Law, please be reminded that it is illegal to:

- Possess, consume, or transport any alcoholic beverage if under the age of 21;
- Provide an alcoholic beverage to a person under the age of 21;
- Operate a vehicle while intoxicated or with a blood alcohol content of .08 percent or higher;
- Become publicly intoxicated;
- Provide alcohol to an intoxicated person;
- Sell any alcoholic beverage without a license;
- Possess a false identification or in any other way make a false statement about one's age, if under 21, for the purpose of procuring an alcoholic beverage.

### **Important Resources & Information**

- Public Safety: 765.658.4261
  - Located on the second floor of the Memorial Student Union Building
  - For assistance, emergencies, lock-outs or to reach Campus Living & Community Development Staff
  - For emergencies, students can also dial 911
- DePauwoperator: 765.658.4800
  - For general questions and information
- Sexual Assault Survivor Advocate (SASA): 765.658.4650
  - Access 24/7 for resources for survivors of sexual assault
  - SASAs can also be reached by calling for Public Safety
- Safe Ride: 765.658.5961
- Campus Living & Community Development: 765.658.4500 or 765.658.4062
  - Open Monday – Friday, 8:00 AM – 4:30 PM
  - Located on the first floor of Anderson Street Hall
- Office of Student Life: 765.658.4270
  - Located on the second floor of the Memorial Student Union Building
  - For general questions or questions regarding Community Standards
  - Open Monday – Friday, 8:00 AM – 4:30 PM