

**Guidelines for the Service of Alcohol at Graduate Student  
Events Registered with the Graduate Life Office and Hosted in Packer House, the  
Graduate Student Center**

The following regulations apply to social events with alcohol held in Packer House:

1. Events shall be registered with the Graduate Life Office at least four (4) working days prior to the event.
2. Receptions with beer or wine may be held in the upper or lower levels for a maximum of two hours. Receptions are permitted Monday through Sunday but must end by 9:00 p.m.
3. Parties with alcohol are permitted on Friday and Saturday. Duration will be consistent with the nature of the event with a maximum of four (4) hours, and must end by midnight. Parties must be held on the lower level. Alcohol is not allowed outside. Alcohol is defined as beer or wine, no liquor is permitted in Packer House.
  - a. Non-alcoholic beverages in sufficient quantities in proportion to the number of guests must be available. In addition, substantial amounts of hors d'oeuvres or other food, in relation to the number of guests, must be served and be located in visible, accessible areas.
4. Event sponsors may, but are not required to, purchase alcohol and secure servers from Dining Services.
5. Student servers are expected to be familiar with and employ reasonable practices designed to prevent alcohol related problems by attendees including but not limited to serving food and non-alcoholic beverages, and compliance with all applicable federal, state and local laws. Social host training guidelines are to be reviewed and acknowledged by student servers as part of the registration process.
6. Event staff are not normally required for graduate student events with fewer than 50 people expected. Event sponsors in consultation with the Director of Graduate Student Life are responsible to determine if event staff coverage would be prudent and if so, to arrange for their presence through the University Police Department. Fourteen days notice is required to arrange for security. Security is required for any size event that has undergraduate students in attendance.
7. Music and DJ's are permitted downstairs within the building, however no sound system should be placed outside during events. Sound cannot emit more than 40 feet from the perimeter of the house.
8. Smoking is only allowed in the designated area on the lower patio. There is absolutely no smoking allowed on the front porch.

9. Hosts are responsible for cleaning up after the event or for making arrangements with One Source. If the house is not clean after the event, the hosts will be financially liable for the cost of clean up and will lose privileges to reserve Packer House in the future.
10. Students must comply with room capacities: Living Room (56); Dining Room-chairs only (80); Recreation Room-chairs only (68).
11. Social events with alcohol held in University facilities other than Packer House are subject to the general University alcohol guidelines.-