

# Undergraduate Student Handbook

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## Social Events Policy

Saint Mary's College of California

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## **Social Events Policy**

All events sponsored by Saint Mary's College are closed to the general public except for, in some cases, a Saint Mary's College student-sponsored guest. Students are limited to one (1) guest per SMC student-host (to events in which guests are permitted). A valid student ID card must be presented for admission to ALL events. Guests must present a valid picture ID (i.e., driver's license, passport or California ID card) and must be accompanied by their Saint Mary's host at all times. Guests under the age of eighteen (18) are **not** permitted to gain admittance into student-sponsored events. A guest list must be maintained on the premises by the sponsoring student group and submitted to Student Involvement and Leadership two days prior to the event).

Requests for student-sponsored events must be submitted to Student Involvement and Leadership via SPOT and must observe the appropriate timeline given the type of event. Recognized student organizations must submit the appropriate paperwork, gain approval and seek guidance in their planning from the appropriate staff member and advisor. Alcoholic beverages must be served in accordance with state law and College policy. Written permission to serve such beverages must be secured through Student Involvement and Leadership at least three (3) weeks prior to the event. Specific guidelines regarding the serving of alcoholic beverages are available from Student Involvement and Leadership (refer to Alcohol and Other Drugs Policy, Part II).

### **Admission to the Event**

- Saint Mary's students must have a current Saint Mary's ID for entrance and be currently enrolled.
- Off-campus guests (limit of 1 per student) must be 18 and have a current state ID.
- There is a no re-entry policy at all dances and concerts.
- Money collected during the event must be deposited in the Business Office safe at the end of the evening and with Public Safety escort.

### **Sponsoring Student Group Responsibility at the Event**

Student groups are responsible for all occurrences during the event. Students working the event must be sober and working closely with event staff to ensure a safe and successful event.