

POLICY FOR GRADUATE STUDENT EVENTS WITH ALCOHOL

Revised Fall 2014



Overview

It is the general policy of the Maryland Institute College of Art to prohibit the service and consumption of alcohol at College openings and events for both undergraduate and graduate students. However, members of the MFA, MA and Post-Baccalaureate community may request permission to host limited graduate student events and activities with alcohol in designated graduate areas.

Events must be registered and hosted by two sponsors (students or faculty) who agree to uphold the responsibilities outlined in the Events with Alcohol agreement. If an event is planned for over 30 people - additional supervision is required. If alcohol will be served for general use, a Parkhurst, MICA Dining Services, bartender is required to distribute the alcohol. If the event is BYOB, a MICA Campus Safety officer is required to monitor the event for its duration. Parkhurst and / or Campus Safety personnel are confirmed through the Office of Graduate Studies.

Event Sponsor Responsibilities

Event Sponsors must be present for the duration of the event and must ensure all legal obligations associated with the use of alcohol on premises are respected.

- The Event Registration Form must be readily available for review by staff, faculty, campus safety officers or other college representative at all times or displayed onsite at the event.
- MICA Faculty, staff, and or campus officers are expected to monitor the event and may ask to see student ID cards and may ask to see student ID cards and other applicable identification to determine the age of any person in attendance at the event.
- Alcohol beverages may not under any circumstances be used by, possessed by or distributed to any person under 21 years of age.
- Non-Alcoholic beverages and food must be provided.

Event Sponsors must maintain control of the event. Persons who are intoxicated or appear close to being intoxicated must be refused alcohol. Additionally, any guest whose conduct is disruptive, violent and/or threatening or poses any other risk to the guests or to the College must be reported immediately to Campus Safety.

- Only invited guests may have access to the event location.
- The information provided and approved on the registration form must be strictly adhered to:
 - Alcohol may only be served and consumed during the hours approved
 - The event must take place solely in the location listed and with the number of guests indicated
 - Under no circumstances may a student depart with an open container of alcohol.
 - Unopened BYOB alcohol should not be left in event spaces or Shared Lounge refrigerators, but taken home.
- The event must end on time and the location returned to a good, clean condition. Any event-related charges may be levied against the responsible individual/group (maintenance fees, cost of repair to damaged property or the cost of replacement of lost property.)

Event Registration Forms are available at micagradcommunity.org and must be returned to the Office of Graduate Studies at least ten business days prior to the proposed event. Forms received in less than ten business days will not be accepted. The Office of Graduate Studies will send approval to the Event Sponsors via email within 3-5 days and inform the Events Office and Campus Safety for general safety and college scheduling purposes.

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List of Graduate Designated Areas

Graduate Seminar and Graduate Classrooms in Lazarus Center, MICA PLACE , Fox Building and Brown Center
Public Galleries on the 4th and 5th Floor of Lazarus Center
Shared Lounges on 4th and 5th floor of Lazarus Center
Leidy Gallery

MICA policy regarding individual consumption in studios

All MICA studios are considered dedicated workspaces for the purpose of teaching and learning. As such, it is strictly forbidden to individually possess or consume alcohol in MICA studios or classroom areas. Open containers of alcohol are not permitted in any of the public or common spaces on campus, including courtyards, stairwells, or parking lots. Multi-quart containers such as kegs are not allowed in any campus-owned or -controlled space. Students who violate this policy will be subject to the College sanctions.

Students may not have full, partial, or even empty containers of alcohol in their college-provided studios. Any containers that are found will be confiscated, and the student may face disciplinary action. In the case of containers found in individual studio spaces, the student responsible for the space may face disciplinary action, including the loss of the studio for the remainder of the semester. Other sanctions will be determined on a case-by-case basis.

Prohibition of service and consumption of alcohol for persons under 21

Maryland Institute College of Art is committed to enforcing Maryland state law and College policies that prohibit persons under the age of 21 from possessing, serving, or consuming alcohol. In addition, MICA actively discourages those 21 years and over from abusing alcohol. Accordingly, the unauthorized possession or use of alcoholic beverages on College-owned or -controlled property, including student residences, is expressly forbidden. As adults, students bear ultimate personal responsibility for knowing and adhering to state and federal law.

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Registration Form for Graduate Student Events with Alcohol

Event details

Event Name _____ Date of events _____

Time of Event _____ (am)(pm) to _____ (am)(pm)

Event Location _____

Description of the Event:

Estimated Attendance** _____

If attendance is expected at over 30 people and alcohol will be provided for general use - a MICA Parkhurst bartender is required. If the event is BYOB, a campus safety officer must be requested through the Graduate Studies Office.

What Alcoholic beverages will be served at the event (beer or wine or both)?

What non-alcoholic beverages and food will be made available at the event?

Event sponsor signature (must be present for the duration of the event)

Name 1 _____

Name 2 _____

Cell Phone _____

Cell Phone _____

Signature/ Date _____

Signature/ Date _____

Program Director (hosting program)

Name _____

Signature/ Date _____

Graduate Studies

Signature/ Date _____

Bartender or Campus Safety Officer has been confirmed for the event: N/A _____ Yes _____

(To be initialed by Assistant Director, Graduate Studies)

Office of the Vice President of Student Affairs

Signature/ Date _____

Cc Events/Campus Safety

Campus Safety Contact: 410-225-2245