



Policy Governing Alcohol Service at GSD Student Forum and Student Group Events

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. Students must notify Laura Snowdon, Dean of Students, if they plan to serve alcohol at an event (e.g., wine and cheese after a class or study group or perhaps at a reception after a speaker).
2. As with any other event, students must fill out an event reservation form via GSD Events. 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. If an event includes the lobby and main exhibition space, all food and alcohol must be catered via Crimson Catering and approved by Exhibitions.
3. Food must always be available when alcohol is served. Only beer and wine may be served; hard liquor is not permitted. The use of kegs is permitted only in the case of events contained to the back lawn area of Gund Hall. All events must also offer a non-alcoholic option, and water should be made available free of charge.
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, the Events Coordinator, the Dean of Students and the security guard.
5. As with all events, students are responsible for restoring the space to its original set up and condition 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. Building Services requires a \$150 deposit should additional cleaning be required, such as shampooing the rug. The deposit will be returned if the room is in order.
6. The event must end no later than midnight unless there are special circumstances that Student Forum has discussed with the Dean of Students.

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.
9. 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 age in Massachusetts is 21.
10. Persons who have been designated to serve alcohol will not serve or provide alcoholic beverages to anyone appearing intoxicated.
11. Any student who knowingly makes a false statement about his/her age, shows false identification, or 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.
12. Any event hosting 100 or more people where alcohol is served must have a Harvard University Police Officer present.

Each organization is responsible for making all the above arrangements. As stated previously, the Office of Student Services must be notified when alcohol will be served.

Security Needs

The services of the Harvard University Police or Securitas 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
7. When the lobby and main exhibition space are used
8. When the event occurs on Harvard property other than Gund Hall

For security costs and additional information, contact GSD Building Services, 617-496-8205. Please consult with the Student Services or Building Services office if you have questions concerning the need for security.
