FOUR THINGS YOU MAY NOT KNOW

1. LOVE IT LOUD? Consider submitting a Courtesy Notice to the University Neighborhood Enhancement Team (UNET) at least 2 weeks prior to your party. Be aware that this is not a “permit” to blast music until 2am, it will help police and party planners to better deal with issues that might come up during the party.

2. BAKE YOUR WAY TO POPULARITY! Baking a dessert or offering to do some yard work can go a long way toward forging a good relationship with your neighbors.

3. THE COPS KNOW YOU’RE GOING TO PARTY. Seriously. They know it’s part of the college experience. If you’re cool, they’re cool. Plus, they’re trained to handle crowds and medical emergencies. So, please, don’t hesitate to call them if things get out of hand.

4. TURN YOUR SPEAKERS INWARD. It can help keep the noise down. So turn your speakers inward, and you might not have to turn them down.

FOUR THINGS YOU ABSOLUTELY MUST KNOW!

1. You are legally responsible for the safety and welfare of ALL of your guests. Make sure exits and stairways are unobstructed and clearly marked. Make sure you have working smoke detectors and fire extinguishers as well as a well-equipped first aid kit.

2. Police officers can (and will) come into your home and hold you accountable for your behavior and the behavior of your guests.

3. You are liable for the actions of people who leave your party intoxicated. So never provide alcohol to obviously intoxicated guests or minors. This is against the law and you could face fines up to $1,000 and 6 months in jail!

4. You are responsible for the publicity of the event. If your publicity has provocative images, humor, or stereotypes, you can increase your risk of offending someone. Ask yourself: If a complaint is made, how defensible is your advertising?

Everyone loves a good party

No one’s going to argue with that. But if you’re hosting a party and your place is a mess, your laptop has been stolen, the cops are on their way, and someone you don’t even know is passed out in your bathroom, then just how successful has your party really been?
Before the party!

THREE WEEKS BEFORE THE PARTY

- Think about the size of your party. Plan your advertising accordingly. If you want to keep strangers out, promoting a “kegger at my house” on Facebook would not be a good idea.
- Consider submitting a Courtesy Notice to UNET. This can be found at Student Life or at the UCPD station.
- Know the laws that apply to you.
- Check your lease for any restrictions that may apply to your living residence.
- Visit your neighbors and tell them that you will be throwing a party and to let them know the contact information of at least one sober host in case things get out of hand. (This will open the door to letting them contact you before the police should anything happen).

TWO WEEKS BEFORE THE PARTY

- Designate the roles of sober hosts. The Bartender must ensure that no one gets too intoxicated. The Bouncer regulates who gets inside and how many get in. The Inside Host will collect car keys and call 911 if the need arises.
- Plan how people will be getting home (taxis, designated drivers, etc.). You might want to call the UCR Safe Ride Program at 951.UCR.TAXI and give them a heads up. About your party, remember Social Host Liability: you are liable for the actions of people who leave your party intoxicated.
- Plan food and drinks you’re going to provide. (Including non-alcoholic drinks for people who choose not to drink and plenty of water for everyone.)

ONE WEEK BEFORE THE PARTY

- Confirm all host responsibilities (Bartender, Bouncer, Inside Host).
- Coordinate parking - make sure no cars will be blocking your neighbors’ property and ensure that no one will be getting tickets for parking illegally.
- Parties can be messy. Protect your floors from spilling and dirt with things like cardboard or plastic drop cloths.
- Section off bedrooms and private areas of your home so that no party-goer can accidentally throw up on your bed or to steal your iPod or laptop.

Day of the Party

- Make sure everything from the pre-party checklist is being followed (i.e. parking, music, etc.).
- Visit your neighbors one more time to give them the contact information of the sober host (You might want to invite them too!)
- Clean up your place and section off any area you don’t want people in with furniture or some other barrier. But never obstruct exits!
- Close access to your swimming pool and to your roof.
- Place down any cardboard or plastic drop cloths.
- Avoid glass bottles and containers.
- Clean as you go. (It will make the day after clean up less intimidating.)
- Have a set volume for the music - it has a tendency to creep up as the party progresses.
- Check everyone’s identification and create a designation for those over 21 attending a function where drinking may occur.

Day After the Party

- Clean up any trash left surrounding your place and anything that spilled over to a neighbor’s yard or property.
- Make sure your neighbors didn’t experience any problems.
- Celebrate the success of a safe and fun party!
- Get some sleep!

Cool Neighbors. (You can actually be one.)

Let’s face it. Some neighbors are just plain jerks. They’re selfish, They’re inconsiderate. And nobody wants to live near them. Why in the world would you want to be a neighbor like that? Be cool. Build a good neighbor relationship the day you move in, not the day you throw your first party.

- Don’t provide alcohol to obviously intoxicated guests or minors. Don’t let them drive. And don’t let them disturb your neighbors.
- Keep your cool. Verbal abuse is no reason to start a physical altercation. Look to your team for support. And only eject partygoers from your place as a last resort. At all times, try not to be argumentative, condescending, or aggressive.
- In addition to your music, be aware of noise levels caused by your crowd and the traffic coming and going.
- Watch guests for possible alcohol poisonings and aggressive behavior. Call the police if things get out of hand and don’t be afraid to call an ambulance if anyone may need to go to the hospital.
- When a dispersal order is given by law enforcement, do not dispute the order, leave the area as quickly and safely as possible.

- Give priority to traffic safety and the reduction of parking infractions such as parking in, or blocking neighbors’ driveways, public alleys, and sidewalks.
- Notify neighbors within 300 feet (or at least 40-13 house radius around the place) of organized social events at least three days prior to the function. Notification should include the size and type of event and the hours, along with your phone number in case there are any problems.
- Be aware of noise levels from the event. Every city has its own specifications on the level of noise that can be occurring at a specific time.

IF YOU’re HOSTING A PARTY IN CONJUNCTION WITH A REGISTERED STUDENT ORGANIZATION:

- Remember that your party reflects on your organization. Be sure to plan and behave in accordance with your organization’s goals and mission.
- Educate the organization by bringing in guest speakers to discuss alcohol and drug issues, personal safety and risk management.
- Designate a risk manager (a member of the organization or advisor) to oversee risk management policies and procedures.
- Inform your advisor and your officers of your event and involve them in your planning. Invite them to your events to help maintain order and to assist you with active risk management.
- Never promote or sponsor a function where your organization may be interpreted as selling alcohol by selling drink tickets, selling empty cups, charging for “all you can drink,” or hosting an event in conjunction with a local bar or alcohol distributor.
- Do not promote alcohol as the center of the event or encourage guests to engage in drinking games.