

Event Monitors Policy

Effective: 12/14/2016

Last Updated: 05/17/2017

PREAMBLE

Several events run by student leaders take place over the course of the academic year that require event monitors. There are multiple places where pieces of the policy for event monitors can be found, but nothing in one, single location or policy. Therefore, the Residence Life Management Team (RLMT) has endeavored to capture all of the understood elements of the event monitor policy into one succinct document.

POLICY

- Event monitors are required at all student events, whether alcohol is being served or not. The ratio between monitors and students shall be no less than 1:20. So, for an event of 100 people, there must be at least 5 event monitors. The Department of Housing reserves the right to amend this ratio as deemed appropriate for the event in question.

An event monitor must:

- a) Be sober for the entire duration of the event. This means that event monitors arrive sober, and leave sober. In the spirit of this policy, sober means *having consumed no alcohol or other intoxicating substance whatsoever before, during, or after the event*;
 - b) Meet 30 minutes prior to the start of the event with the event organizer, the Residence Manager (RM)/Manager-on-Call (MOC), duty staff, security team, and venue management to discuss protocols and expectations for the event*;
 - c) Report any and all foreseeable issues to present duty staff;
 - d) Accompany an intoxicated student back to the front desk of their Residence building. It is strongly recommended that two monitors accompany a student back to Residence. A duty staff in the building will be called to check in on the student;
 - e) Be clearly identifiable at the event;
 - f) Interact in a respectful manner with venue and security staff;
 - g) Ensure only approved participants use transportation, if applicable.
- It is further required that 2-3 event monitors be Smart Serve trained. Housing offers and organizes Smart Serve training in the fall.
 - Security is to be provided by a company recommended by the RLMT. The ratio of security guards to students shall be no less than 2 for the first 100 participants and 1 for each 100 participants after that. Note, however, that some venues have their own

security policies. The number of security guards hired shall be in compliance with both Housing's policy as well as that of the venue. In the case that the venue policy exceeds that of Housing in terms of the number of required guards, the venue's security policy must be observed.

- In the event of a dispute between student leaders and security or site management, the MOC should be called.

PROCEDURE

For more information regarding event planning and procedures, see the *Online Event Proposal Form* on the Council Portal, rezcouncil.uwo.ca.

For more information regarding serving alcohol at student events, refer to the **Alcohol Policy**.

* Certain venues, like The Wave, have unique and specific expectations of event monitors. It is strongly recommended that you speak with venue management about expectations *before* recruiting for event monitors. Even with this understanding, you must adhere to point b.

All questions regarding the **Event Monitors Policy** can be forwarded to the Programming Coordinator in the Office of Residence Education and Programs.