

Event Checklist

- ☐ Reserve room.
- ☐ Consult with Student Banker about your budget.
- ☐ Order food/alcohol and make storage and payment arrangements.
- ☐ Schedule an alcohol training session.
- ☐ Submit alcohol permit two weeks prior to event.
- ☐ Fill out Audio/Visual Request Form two weeks prior to event.
- ☐ Fill out Maintenance Request Form one week prior to event.
- ☐ Advertise in all Cooper Buildings at least one week prior to event.
- ☐ Reserve Security Guards at least two weeks in advance.

Event Checklist

Please review before arranging all special events.

- **Reserve room; pick up form from the Front Desk of Student Services.**

Student groups wishing to reserve a room should follow the procedures listed below:

- Check room availability on Calcium (<http://events.cooper.edu/cgi-bin/Calcium40.pl>).
- Once event authorization is obtained, go in person to the Office of Admission & Records in the 30 Cooper Square, 3rd Floor.
- The rooms most often requested by students are class rooms in the Foundation Building and 41 Cooper Square. On occasion the Great Hall and the Rose Auditorium may be arranged as well.
- All event costs are to be borne by the individual organizations. Usually the expenses are taken from the student organization budgets authorized at the beginning of the semester. Other costs may be paid personally by the students.

- **Consult with Student Banker about your budget and time needed to receive checks for payment.**

The Student Banker will be the one to issue checks for your event. Before a check can be issued, however, you must fill out a JAC Reimbursement Form (available from the Front Desk of Student Services), have an invoice or receipts for the amount requested, and your account must have a balance to cover the amount. A convenient procedure for handling payment for large vendors is to request a written quotation of the cost of services or supplies to be purchased.

- **Order food/alcohol and make storage and payment arrangements.**

Food

Your group may contract with Frankie Wibowo or with outside vendors for food. In either case, you must submit a check request form and receipts to the Student Banker to receive a reimbursement check. Before authorizing the check, the Student Banker will verify that the amount requested is within the amount allocated. Your group will not be able to draw a check in excess of its budget line.

Guests

A group that wishes to invite a small number of outside guests to an event may do so by giving a guest list to Office of Student Services for the benefit of the use of the guards.

Events which are open to the public may only be held in the Great Hall, the Rose Auditorium and other gallery spaces due to insurance regulations. You will need to pay for guards for such events. There are very few space at Cooper where alcohol can be served.

Alcohol Policy

The Cooper Union strictly adheres to all local, state, and federal laws relating to the use or illegal manufacture of drugs and alcohol on its premises or at any college-sponsored event. Students who violate Cooper Union's policies will be subject to disciplinary actions under *A Code of Fair Practice*.

On campus, students over the age of 21 may consume alcohol only in the context of official campus events where there is a security guard present to check I.D.'s. Alcohol may not be carried from the room in which it is served. Student groups recognized by the Joint Activities Committee who wish to apply for an alcohol permit must follow the Cooper Union procedures listed at the end of this section.

As a professional school that awards every student a full-tuition scholarship, The Cooper Union has historically attracted students who are serious about academic and artistic achievement and who have understood how substance addictions undermine academic performance. It is a goal of this institution to maintain an environment of academic seriousness.

The most immediate consequence of substance abuse at The Cooper Union is often a dismal academic performance, leading to academic dismissal. Long-term consequences of substance abuse can include major health problems, lowered employment prospects, and even an early demise.

Loss of a student to substance abuse not only blights the prospects of that individual to have a fulfilling career, but also deprives the community at The Cooper Union of that individual's unique talents and contributions. To avoid such a loss, the institution is committed to providing assistance to students with substance abuse problems through appropriate education and referral.

New York State Law Regarding Alcohol

New York State has very strict laws about alcohol. Section 65 of the Alcohol Beverage Control Law states:

No person shall sell, deliver or give away or cause or permit to be sold, delivered, or given away any alcoholic beverages to

- 1. Any person, actually or apparently, under the age of twenty-one years;**
- 2. Any visibly intoxicated person;**
- 3. Any habitual drunk.**

In addition, legislation enacted in November of 1991 specifies that a U.S. or Canadian drivers' license or non-driver identification card, a valid passport, or an identification card issued by the United States Armed Forces must be used as written evidence of age for the purchase of alcoholic beverages. New York State law also prohibits the possession of alcoholic beverages with the intent to consume by a minor and makes it a crime to produce

fraudulent proof of age. Students in possession of a phony identification card should know that the antiterrorism measures put in place by the New York City police department have improved the ability to detect fake ids and have resulted in several arrests.

New York State imposes liability on any person who serves alcohol illegally to a minor. This means if someone serves a minor alcohol, the person serving the alcohol can be sued for damages by anyone harmed by that minor, including the parents or family of the minor if the minor himself or herself suffers harm.

Procedures for use in The Serving of Alcoholic Beverages at Student Events Approved by The Joint Activities Committee

1. The serving of hard liquor is not permitted at any college event involving students.
2. Cooper Union has a New York State Liquor Authority permit for the serving of wine and beer at student events. Such serving will be limited to those persons at the legal age in New York State of 21 years. To facilitate quick identification of students of legal age at the point of service, a process of carding that requires the presentation of Cooper Union ID and an ID that complies with the 1991 New York State law will be carried out by a security guard available solely for that purpose and paid for by the sponsoring student club through allocated JAC funds. All student events must be approved by JAC. *There are no exceptions to this requirement.*
3. Sponsors of JAC-approved events have primary responsibility for ensuring that only those of legal drinking age are served alcohol. Sponsors must include at least two persons 21 years of age or older, and they must sign the state required alcoholic beverage permit. *Before authorization to hold an event can be given, all student sponsors must undergo a prior orientation with the Dean of Students or a designated representative of the Office of Student Services.*
4. Such events must include the serving of food, in sufficient amount for the numbers attending; and the displaying of a variety of non-alcoholic beverages must be featured as prominently as alcoholic beverages and dispensed in the same area.
5. The promotion of alcohol in advertisements for events is not permitted. Other aspects of the event should be emphasized—such as entertainment, availability of food, etc.
6. The serving of alcoholic beverages should be discontinued at approximately one hour before the end of the event.
7. Event sponsors not only must refuse to serve alcoholic beverages to anyone appearing intoxicated, but also must provide appropriate assistance to such persons. Assistance may include, but is not limited to, providing safe transportation arrangements for intoxicated guests, and medical help.

Exhibition Rules

Students who wish to serve alcohol in conjunction with an exhibition must seek the permission of the Dean of Art or Architecture and follow the appropriate procedures, including hiring guards.

- **Submit alcohol permit two weeks prior to event. Remember to schedule an alcohol training session first.**
- **Fill out Audio/Visual Request Form two weeks prior to event.**
- **Fill out Maintenance Request Form one week prior to event.**
- **Advertise in all Cooper Buildings at least one week prior to event.**

The JAC requires prominent signs in each of the buildings. These must be posted **SEVEN DAYS PRIOR TO THE EVENT**. Put up posters and notices around the entire campus. **NO REFERENCE TO THE SERVING OF ALCOHOL IS TO BE MADE IN ANY PUBLICITY.** Please use "refreshments."

- **Reserve Security Guards at least two weeks in advance.**

Buildings and Grounds orders security guards once they receive a maintenance request for your party. If your group is serving alcohol, at least two, and as many as four, security guards will be ordered; your group will be charged for this service. Great Hall events generally require one security guard.

THE COOPER UNION FOR THE ADVANCEMENT OF SCIENCE AND ART
AUDIO-VISUAL RESOURCE ACCESS CENTER
Technical Data Sheet

Title of Event: _____

Event Space: _____

Date of Event: _____

Group Name: _____

Mailing Address: _____

Contact Person: _____

Phone: _____

Fax: _____

Technical Contact Person: _____

Phone: _____ Fax: _____

Technical Data:

1) Lighting Requirements (Number, Type, Placement, General Description):

2) Sound Requirements:

a) Number of Microphones & Positions:

b) Will you be playing audio, video, or slides from a laptop or DVD player?

c) Other A/V Needs:

d) Length of Program: _____

e) Will there be rehearsals? _____ If yes, when? _____

3) Time of Arrival on Day of Event: _____

4) Time of Sound Check (Should be at least ½ hour before start of program) _____

5) Time Event Begins: _____

Description of Program:

1) Number of Performers/Participants _____

2) Brief description of program.

Return completed sheet to: **(AT LEAST TWO WEEKS PRIOR TO EVENT)**

Sara Foley

Cooper Union

**30 Cooper Square
New York, NY 10003**

foley@cooper.edu

P: 212.353.4264 / F: 212.353.4265

MAINTENANCE REQUEST FORM

Name of Sponsoring Group: _____

Contact Persons (3): _____

Phone & Email _____

Event Name: _____

Date of Event: _____

Location of Event: _____

Time of Event: _____

Will alcohol be served at this event? ☐ No ☐ Yes If yes, needs Dean of Students' approval.

Maintenance Needs (Check all that apply):

☐ Ladder for Decorating (must have spotter)

☐ Tables; # needed: _____

☐ Chairs; # needed: _____

☐ Tubs for Ice; # needed: _____

☐ Recycling bins/Trash Cans; # needed: _____

☐ Other needs (Please specify):

Return this Form to **BUILDINGS & GROUNDS OFFICE** (41 Cooper Square, Rm. 111) at least **2 WEEKS PRIOR** to event. Phone (212)353-4160 or Fax (212)353-4011.

ALCOHOL PERMIT

You **MUST** schedule an appointment with the **Dean of Students** to be issued an Alcohol Permit. Call (212)353-4130 to schedule an appointment.

Only groups with a **JAC approved budget** may serve alcohol.

Name of Sponsoring Group: _____

Date of Application: _____

Date of Event: _____

Time of Event: _____

Location: _____

Have you ordered security guards? ☐ Yes ☐ No

Persons Responsible (2): *Both Must Attend*

NAME _____

ADDRESS _____

TELEPHONE _____ EMAIL _____

NAME _____

ADDRESS _____

TELEPHONE _____ EMAIL _____

We agree to comply with the laws of the State of New York and the regulations of The Cooper Union with regard to use of Alcoholic Beverages on the campus of Cooper Union for this event. In particular, we assume the responsibility for complying with the state laws forbidding the use, possession and sale of alcoholic beverages by minors less than 21 years of age, and we understand that no alcoholic beverages except beer and wine shall be served or available at this event.

Signed _____ Date _____

Signed _____ Date _____

Approved _____ Date _____
Dean of Students