

As a host, you should know the signs of intoxication, but they can be covert and elusive in some people. Someone who has a high tolerance to alcohol may appear to be fine. People with high tolerance will typically not feel the effect until it is too late. The majority of people will exhibit some signs of being intoxicated and it is prudent for you to be alert and observe everyone. Watch for these signs:

- Judgment and decision-making skills are the first to go
- Lack of motor skills are very obvious signs: stumbling, weaving, falling, dropping drinks, leaning heavily on objects or people, etc...
- Lack of language skills such as slurring, talking too slow or too fast, not making sense (gibberish), not able to stay focused on a subject, etc...
- Passed out (unconscious) or blacked out (functioning but incoherent-will not remember what happened to them when sober)
- Unusual behavior/behavior that is out of character. For example, the person that is normally shy and quiet becomes volatile.
- Physically ill and/or vomiting.

Alcohol poisoning can be a fatal situation. If you are a host, a friend, or bystander, knowing the signs and doing the best thing can help someone stay alive. All too often, others let those who are drunk just sleep it off. This can be a dangerous thing to do. And, yet others will try ineffective methods to sober someone up. Common myths about sobering up include drinking black coffee, taking a cold bath or shower, sleeping it off, or walking it off. The only thing that reverses the effects of alcohol is time. Here are the signs and what to do if you find yourself in this situation:

Use "PUBS" to determine if any of the symptoms of alcohol overdose are present:

- Puking while passed out
- Unresponsive to pinching or shaking
- Breathing is slow, shallow, or absent
- Skin is blue, cold, or clammy

If you see even one symptom of alcohol overdose – **Call URPD at 804-289-8911**

Safe Spiders Protocol:

- Student health and safety are of primary concern at the University of Richmond. As such, in cases of significant intoxication as a result of alcohol or other substances, we encourage students to seek medical assistance for themselves and others.
- To know more and review the full policy, please visit: <https://healthpromotion.richmond.edu/pdf/safe-spiders-protocol.pdf>

For the full policy and all information for hosting an event with alcohol, please visit: <https://residencelife.richmond.edu/residence-life/Community/event-registration.html>.

In the event of an emergency, do not hesitate to contact URPD at 804-289-8911.

TIPS FOR HOSTING EVENTS WITH ALCOHOL AND REGISTRATION POLICY



Residence Life & Housing

Residence Halls, Gateway Village and UFA 2026-2027

**The complete Alcohol, Tobacco and Other
Drug policy is located at:**

<https://residencelife.richmond.edu/residence-life/Community/event-registration.html>

For more information, please contact:

Stephanie Kauffman
Area Coordinator
(804) 289-8930
stephanie.kauffman@richmond.edu

Starr Robinson
Assistant Director of Health
Promotion
(804) 662-3004
starr.robinson@richmond.edu

Types of Events:

Residence Halls: Any gathering of eight (8) or more people where alcohol is being consumed is considered an event. No more than fifteen (15) people may be present.

Gateway Village and University Forest Apartments: Any gathering of fifteen (15) or more people where alcohol is being consumed is considered an event. No more than thirty(30) people may be present.

Before You Decide to Host an Event with Alcohol

Events must be registered as private events. In order to register an event with alcohol:

- Event registration forms must be completed by or before 12:00 noon on Thursdays; event registration forms are available on the Residence Life & Housing website at: <https://residencelife.richmond.edu/residence-life/Community/event-registration.html>
- All residents of the room/suite must fill out the form with the same information and agree to host an event with alcohol
- At least 50% of the residents of the room/apartment must be 21 years of age or older at the time of the event
- Events may be for no more than four consecutive hours during the following times: Fridays, 4:00 p.m. - 2:00 a.m.; and Saturdays, 4:00 p.m. - 2:00 a.m.
- No resident may sponsor events with alcohol more than once per weekend

Once you turn in your event registration form, all residents of the room/apartment will receive an email communication via the form informing you of the status (approved, or not approved) of your event by 5:00 p.m Thursday. ***Simply turning in an event registration form does not automatically guarantee that your event will be registered or approved.***

At Your Event with Alcohol

There are regulations within the event registration policy that are meant to help create a low-risk environment. Hosts of an event must agree to the following when they register an event with alcohol:

- For guests of legal drinking age a maximum of 5 standard drinks/person for a 4 hour event.
- Excessive amounts of alcohol present at a function may result in termination of the event
- Beer and wine are permitted; distilled spirits (liquor) are prohibited
- “Bring Your Own Beverage” (BYOB) events are prohibited
- Non-alcoholic beverages and food must be available for the duration of the event. Non-alcoholic beverages must be visible and available on the same basis as any alcoholic beverages. The event host is responsible for providing appropriate food items in sufficient quantities to last throughout the function as long as alcoholic beverages are present. If during an event food and/or nonalcoholic drinks are no longer available, it is recommended to discontinue alcohol service.

- Only those who are 21 years of age or older may consume alcohol. It is the responsibility of the hosts to ensure that this is the case.
- A reasonable noise level will be maintained at all times. All stereos and amplifiers will remain within the residence, not in open windows or on patios.
- Live bands are prohibited
- Open containers (primary or secondary) outside of your residence is in violation of Virginia State Law. **All alcohol must remain indoors.**
- The University of Richmond's Alcohol, Tobacco and Other Drug policy prohibits the possession or use of kegs or any other common source of alcohol
- Third party vendors are prohibited from delivering alcoholic beverages to the University of Richmond campus for personal consumption at student events, for which an ABC license has not been secured.

After Your Event

All registered events must end by the time stated on their approved registration form. Residents are expected to properly clean up **immediately** after their event.

Resources

Whether you host a party, invite people over to watch a game or simply hang out in your residence with friends, you could be held responsible if your guest or friend becomes intoxicated and harm themselves, someone else or property. Lawsuits can be brought by innocent victims- or the intoxicated person- as a result of an incident involving alcohol.

There are two types of laws that govern these lawsuits in VA:

- **Common Negligence-** Based on prior court cases, these laws set a minimum standard for the actions a reasonable person should take to prevent problems
- **Social Host Liability-** Some states have laws that expect you to make reasonable efforts to prevent problems when supplying alcohol

To avoid being in a situation where you could be held liable and more importantly to avoid someone getting hurt, you should create a low-risk environment for yourself and your guests. Here are ways to create that environment:

- Check ID's
- Watch for behavioral cues such as someone saying they had a rough day and want to get trashed
- Be aware that absorption rate factors impact people differently such as drinking on an empty stomach, lack of sleep, gender, illness, or medication. Pay attention to what your guests are telling you about themselves and observe these differences.
- Pay attention to the quantity of what people around you are drinking. Intervene early to help people to stop or slow down their drinking.
- Offer food (non-salty, protein-rich such as chicken wings, sandwiches, nachos) and non-alcohol beverages. Remember that breads and carbohydrates do not “soak” up the alcohol in your stomach. Also, that once high-risk drinking has begun; food will not slow down the effects
- Discourage drinking games and competitive drinking
- Get help with any situation beyond your control