

**From:** [RIT Message Center](#)  
**To:** [RIT Message Center](#)  
**Subject:** Please review RIT's policies before hosting an off-campus event with students, faculty, and staff  
**Date:** Thursday, April 25, 2019 10:13:46 AM

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Dear Colleagues,

As we approach the end of the academic year, many of you may be planning events for students, faculty, and staff. This is an appropriate time to take a moment to familiarize yourself with RIT's policies for such events. Most importantly, these policies are intended to create a space where we can all celebrate and enjoy one another's company while taking reasonable precautions to ensure safety.

If these events are sponsored by RIT, if university funds are used to support the event, or if the location is on property owned, leased, or controlled by RIT, the provisions of RIT's [Policy on University Events with Alcoholic Beverages \(C15.0\)](#) may apply. If you are planning to serve alcohol, it is critical to ensure your event complies with this policy.

Many of us host students, faculty, or staff at private events in our homes or other non-RIT locations. If no RIT funds or facilities are used, this will not be considered a university event. We encourage you, however, to familiarize yourself with the responsibilities of hosting such an event under state and local laws, including the duty to act in a reasonable manner to prevent any harm to your guests. In addition, other RIT policies apply to non-university events and off-campus conduct including, but not limited to, RIT's [Policy Prohibiting Discrimination and Harassment \(C6.0\)](#) and the [Student Code of Conduct \(D18.0\)\(IV\)](#). Please take time to review RIT's policies that address off-campus conduct prior to hosting events at your home or other non-RIT venues.

Thank you for being aware of our students' and your colleagues' safety whether you are on or off campus. We wish you all the best as we mark the end of another academic year.

Sincerely,

Ellen Granberg

Provost and Senior Vice President for Academic Affairs

Sandra S. Johnson

Senior Vice President for Student Affairs

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