



*as far as the mind can see*

## **Advancement Office Event Policy (Policy)**

Francis Parker School's Advancement Office (the Office) is committed to creating secure and fun on- and off-Campus events for our alumni, parents, grandparents, and friends. The Office strives to maximize attendance and provide diverse activities while ensuring affordability and access for a broad-range of attendees.

### **Cost**

Francis Parker School (Parker or the School) works with multiple vendors to obtain the best pricing. Research shows when individuals pay for an event, even a small fee, they are more likely to attend. The Office heavily subsidizes events and charges a minimal fee for guests. When possible, events may be free for guests, and in particular, faculty, staff, and current students. When credit card fees are incurred for online event ticketing, the cost will be passed onto the registering guest.

### **Refunds**

The Office will refund the full price of an event ticket up to 72 hours prior to the event. If the guest fails to show at the event and does not notify the Office 72 hours ahead of time, the School will not refund their money. Extreme situations will be reviewed on a case-by-case basis.

### **Security**

One or more security guard(s) may be assigned to each event to protect the School's interests (e.g., underage alcohol consumption, disorderly conduct, liability, permit compliance, etc.) and ensure the well-being of all guests.

### **Food and Alcohol**

An individual must be at least 21 years of age to consume alcoholic beverages and proof of age is required. Identification may be requested of any attendee. If alcohol is served, an appropriate balance of food and non-alcoholic beverages will be provided. The School has liability insurance for on- and off-campus events. Additionally, a third party vendor(s) must also have coverage if alcohol is being served.

### **Companion**

In the event a registered guest with a disability requires assistance, the ticket for their companion will be discounted by 50% or the discounted amount offered to other guests (i.e., young alumni, faculty and staff, etc.), whichever discount is more.

### **Smoking and Drugs**

Parker's Campuses are smoke- and drug- free including electronic cigarettes.

### **Firearms and Weapons**

Guests are prohibited from bringing weapons onto Parker's Campuses or to School events.

### **Review of the Policy**

Any revision made to the Policy must be reviewed and approved. This policy is reviewed annually.

### **Conduct**

Parker's community and guests are expected to engage in responsible social conduct that reflects positively upon the School and represents upstanding citizenship in any community.

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*To be posted on the School's website and referenced in all event registrations. The school's latest COVID-19 Protocols will be provided in advance of the event.*