

# **Student Event Guidelines – Events with Alcohol**

## **Alcohol Policy**

Student Organizations must follow the Alcohol Policy outlined in the Student Handbook. If your organization has questions about how this policy is put into practice, please reach out to the Office of Student Engagement for further discussion.

## **Planning Events with Alcohol**

Student Organizations can host events with alcohol in two ways: using a third-party vendor or bringing your own beverage (BYOB). A meeting with the Associate Dean of Belonging or their designee is required the first time an organization hosts an event with alcohol and may be requested for additional events as needed.

## **How to Implement a Third-Party Vendor Event**

Third-party vendor events (events at which alcohol is served by a licensed and insured third-party vendor, such as Bon Appetit) must be planned in advance and in consultation with the Office of Student Engagement. The hosting student organization must pay for labor and staffing but may **not** pay for alcohol. Alcohol must be sold on a per-drink basis to attendees of legal drinking age.

### **Third-Party Vendor Options**

The use of an outside vendor may take one of two possible approaches:

1. Hiring that vendor to work an event hosted in an on-campus space, fraternity/sorority lodge, or off-campus venue. Such responsibilities for this vendor might include checking the identification of guests upon entering the facility and serving food and alcohol.
2. Contracting with a vendor that owns its own facility. This might include a restaurant, a hotel, a private club, a golf course, a church facility, a community center, etc. Although more expensive in some cases, the off-site facility is advantageous because it can greatly reduce excessive wear and tear to on-campus and chapter facilities and certain liability issues.

### **Third-Party Vendor Requirements:**

1. Hosting student organizations must use properly licensed vendors. This includes both state and local licenses. Hosting student organizations should request copies or proof of up-to-date licensing and have on hand during the event.
2. Hosting student organizations must have a contract or rental agreement.
  - a. As a reminder, student organizations are not allowed to sign contracts or agreements on behalf of the college. Hosting student organizations must send contracts to the Office of Student Engagement well in advance to collect signatures from the appropriate college officials.

- b. Fraternities and sororities booking a venue with their own funds may sign contracts with support from their Inter/National Organization advisor.

Recommended Best Practices: Hosting student organizations should request the vendor agree to the following:

- Cash/Credit Card sales only, collected by the vendor
- Assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
- Check guest identification upon entry
- Not serving minors
- Not serving individuals who appear to be intoxicated
- Maintain absolute control of all alcoholic containers present
- Collect all remaining alcohol at the end of the function. No excess alcohol – opened or unopened – is to be given, sold or otherwise furnished to the student organization.

*Hosting student organizations should only use vendors who are willing to adhere to these guidelines as they are considered a significant risk to do business with.*

### **How to Implement a BYOB Event**

BYOB events (events at which guests of legal drinking age bring their own bottled/canned alcohol) must be planned in advance and in consultation with the Office of Student Engagement. The hosting student organization may **not** provide alcohol to guests. Guests of the legal drinking age may bring their own bottled/canned alcohol, and the hosting student organization will store and distribute the alcohol. There are several aspects of a BYOB Event that need to be followed.

#### **Event Theme:**

Event themes must be appropriate and are subject to approval by the Office of Student Engagement. Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure the following:

- Theme does NOT rely on the stereotypes of certain groups.
- Theme does NOT encourage offensive dress or costumes.
- Theme does NOT stereotype men or women.
- Theme does is NOT centered on making fun of a particular group of people, culture, or organization.
- Theme does NOT lend itself to members, associate members, or guests taking the theme to a place that is disrespectful or degrading.

#### **Entrance:**

BYOB Events must have a **single**, well-lit entrance, controlled and monitored by at least two members of the hosting student organization. Entrance monitors are required to

manage the guest list, ensure guests check in, and check IDs. IDs should only be checked by members who have completed a chapter risk management training and attend more than one organization event.

Members and guests with alcohol should show proof of legal drinking age. A picture ID with a birth date is required, this includes a Rhodes ID. Guests who are already impaired should not be allowed entrance to the event.

Recommended Best Practice: Hosting student organizations may work with Campus Safety to assess guests who are already impaired, as well as any guests who are denied entry into the event.

### **Guest Lists**

Student organizations hosting an event are required to maintain a guest list. Guest Lists must include each guest's first name and last name. It is highly encouraged each guest's entry time is recorded. If a guest list was not created before the start of the event, guests must sign in upon arrival with their first name and last name. A college official may request guest lists at any time after the event.

*The student directory is not an acceptable guest list for events where you do not intend to allow entry to everyone or events with alcohol.*

Recommended Best Practice: It is recommended that hosting student organizations utilize Presence at the entrance to their event to check guests in and create a guest list, including time of entry.

### **21+ Guests & Wristbands**

Guests of legal drinking age, 21+, must receive a non-adjustable, event-specific wristband upon entrance to the event. Guests of legal drinking age may bring alcohol into the event.

*Guests who are under 21 **will not** receive a wristband and are not permitted to consume or bring alcohol to the event.*

Recommended Best Practice: It is recommended the hosting student organizations utilize wristbands provided by the Office of Student Engagement.

### **Alcohol Management & Distribution**

Each guest of legal drinking age is permitted to bring a maximum of six (6), twelve (12) ounce cans/ plastic bottles of beer/ wine/seltzer/ malt beverages of no more than 15% ABV. Glass bottles, hard alcohol, and alcohol for common use are strictly prohibited.

Hosting Student Organizations must create a system to manage each guest's alcohol. They may use a punch card or ticket system to manage each guest's alcohol. Punch cards should

contain the following information: Guest's full name, type of alcohol/amount brought, and date. Event monitors will punch up to six holes or six tallies to redeem alcohol. If using a ticket system, the event monitor at the service distribution center will give guests a designated number of tickets upon entry (up to 6), which can be exchanged for their alcoholic beverage at the service distribution center. Tickets should contain the Guest's full name and date, as well as denote the type of alcohol/amount brought.

The service distribution center should be a **single**, centralized location to distribute all alcoholic beverages. No other location should be used for the distribution of alcoholic beverages. Guests must show their wristbands, present their punch card or provide a ticket in exchange for one bottle/can of the alcoholic beverage they brought to the event. Guests should return an empty bottle/can if it is not their request for an alcoholic beverage. Only one alcoholic beverage should be acquired at a time. Service monitors should not serve anyone intoxicated, even if the person has space on their punch card or remaining tickets.

Recommended Best Practice: It is recommended the hosting student organizations utilize a ticket system to manage alcohol and distribution. Tickets should contain the following information: Guest's full name, type of alcohol/amount brought, and date.

*Shots, drinking games, drinking paraphernalia such as beer bong, kegs, or mini kegs, and other activities/items that encourage rapid consumption are prohibited and are in violation of the Alcohol Policy.*

### **Monitors & Security:**

The hosting student organization must identify and train one monitor for every 25 anticipated guests. If the event is co-sponsored, every organization should provide monitors to ensure the safety of all guests. Monitors are charged with regulating social events and maintaining the risk management policy of the organization(s) involved. All members of a hosting student organization may serve as monitors and should be selected by volunteering or through an equitable selection process. Monitors should be current, active members who will serve as general monitors, entrance monitors, or service monitors working at the service distribution center.

Monitors must be sober during the event and cannot consume alcohol for a reasonable amount of time prior. Monitors should be visibly identifiable for the duration of the event. Access to private spaces in the event space should be restricted. This includes storage closets, bedrooms, private lounges, etc.

Recommended Best Practice: It is recommended monitors wear specialty clothing such as t-shirts, vests, arm bands, or other visible items to identify themselves.

Recommended Best Practice: At least one member of the hosting student organization's leadership team should be a monitor for the event's duration. This is to ensure that a

member with authority in the group with extensive knowledge of the event is available to work with campus safety, emergency personnel, or the monitor team as needed.

**Ending The Event:**

The service distribution center should close and alcohol distribution should end at least 30 minutes prior to the event's end time. A non-alcoholic beverage should be made available to guests at this time. Guests of legal drinking age may exit the event space and may take any remaining, unopened alcoholic beverages with them.

Recommended Best Practice: The hosting student organization should provide unopened water bottles for guests once the service distribution center has closed. Upon exiting the event space, guests must discard all opened alcoholic beverage bottles/cans.

This has been adapted from the Holmes Murphy Event Planning Resources.