



# Policy

## University Policy SA-24.02-07/15

**Policy Title:** Alcohol Policy for Student Organization Sponsored Events

**Originator:** Division of Student Affairs

**Responsible Office:** Division of Student Affairs

### **Reason for Policy/Purpose:**

Underage drinking, binge drinking, and other issues related to student alcohol consumption are considered a major national, college and university health, safety, and conduct issue. This policy is intended to address one element of this broad issue: events sponsored by student organizations.

### **Who Does this Govern and Who Needs to Know this Policy?**

All student clubs and organizations with an established affiliation with the University including Student Government Association, Departmental Organizations, Registered Student Organizations, Fraternities and Sororities registered as Student Organizations, and Sports Clubs; faculty and staff working with student organizations.

### **Definition of Terms:**

1. Closed Parties: For the purpose of this policy “closed parties” are defined as events limited to Student Organization members and their guests by means of a guest list or guest register.
2. Event Manager: For the purpose of this policy “event managers” are designated members of a Student Organization who have completed required training to attend Student Organization sponsored events and ensure that Student Organizations’ comply with all university regulations and procedures, state laws and federal law during the sponsored event.
3. Guest: For the purpose of this policy “guests” are defined as individuals who are invited by Student Organization members to attend Student Organization sponsored events.
4. Guest List: For the purpose of this policy “guest list” is defined as the final list of approved guests as reviewed, accepted, and retained by the Student Involvement staff.
5. Guest Register: For the purpose of this policy “guest register” is defined as the record of guests maintained by the Student Organization and submitted after the event for review and retention by the Student Involvement staff.

6. Members: For the purpose of this policy “members” are defined as members of the Student Organization.
7. On-Campus: For the purpose of this policy “on-campus” is defined by UWF Regulation 5.017 Alcoholic Beverages on Campus Property.
8. Public Party: For the purpose of this policy “public parties” are defined as Student Organization events that are open to the public.
9. Student Organizations: For the purpose of this policy, “Student Organizations” include all student clubs and organizations with an established affiliation with the University including Student Government Association, Departmental Organizations, Registered Student Organizations, Fraternities and Sororities registered as Student Organizations, and Sports Clubs.
10. Student Organization Sponsored Event: For the purpose of this policy “student organization sponsored events” are defined as events that are directly sponsored and promoted by a student organization. Events will be considered sponsored events, where an organization endorses, funds, promotes, and seeks authorization for the event.

**Policy Statement:**

This policy is applicable to all Student Organizations and Student Organization Sponsored Events, both on and off campus.

Student Organizations are required to comply with all applicable local and state laws and university regulations and policies pertaining to alcoholic beverages at sponsored events. This policy applies equally to events where the Student Organization provides free alcohol, where participants provide their own alcohol (BYOB), and where a cash bar is made available.

The presence of alcohol at a student sponsored event creates a need to more closely control the event and a need for the sponsoring student organization to pay greater attention to the environment. Those who plan or choose to attend events where alcoholic beverages will be offered and consumed assume full legal responsibility and liability for the consequences of their actions. The university holds Student Organizations specifically responsible for the actions of their organization, members, and guests.

The following requirements apply to all student organization sponsored events:

1. Beer and wine are the only alcoholic beverages permitted at Student Organization Sponsored Events except when the event is hosted at a properly licensed facility where beverage service is operated and controlled by the vendor.
2. Self-service common source containers (e.g. kegs, punch bowls) are prohibited.
3. Drinking games, drinking contests, and drinking devices (e.g. funnels, ice luge) are prohibited.
4. Non-alcoholic beverages and food must be available at an equivalent cost while alcohol is available. All marketing related to the event must adhere to the UWF Alcohol Marketing Guidelines.

5. Designated event manager(s) must be present and not consume alcohol throughout the duration of the event.
6. Proof of age must be provided by all persons in attendance before they are served alcoholic beverages. Only a valid driver's license, non-driver's state ID, passport, or U.S. uniformed services ID is accepted as proof of age.

**Procedures:**

**I. Implementation and Compliance**

The University Commons and Student Involvement Office (Student Involvement) and The Wellness Services Office (Wellness Services) will be responsible for communicating this policy to Student Organizations, faculty, and staff.

Student Involvement shall establish and maintain procedures for registering and approving Student Organization Sponsored Events regardless of whether the event is on or off campus. These procedures will address, where applicable:

1. Location, including whether the event is hosted on or off campus;
2. Venue, including whether the event is hosted at a licensed establishment (e.g., a local club), an unlicensed facility (e.g., a city park), or a private location (e.g., someone's home);
3. Attendance, including whether the event will require a guest list or guest register and whether any limits shall be placed on attendance.

At minimum any procedures for Student Organization Sponsored Events must address the following considerations:

1. Official review and registration of the event;
2. Identification and training of individuals responsible for managing the event (Event Manager);
3. Essential education components to manage risk and liability;
4. Appropriate limits on the quantity and type of alcoholic beverages to be served to any individual;
5. Minimum security requirements.

**Change Justification:**

This policy is being revised as the result of a five year review to reflect current best practices.

**Authority and Related Documents:**

UWF/REG-5.017 Alcoholic Beverages on Campus Property; University Policy SA-33.02-08/13 On-Campus Alcohol Marketing Guidelines; University Regulation 3.001-Student Code of Conduct; Student Organization Handbook, Fraternity & Sorority Life Procedures Manual, Sports Club Handbook.

**APPROVED: Dr. Judith A. Bense, President**

**Date: 7/28/15**

**History:**

SA-05.01-06/01 Alcohol Beverages, adopted June 2001; amended by SA-24.01-07/10 Alcohol Policy for On-Campus Student-Sponsored Events, adopted August 2010; revised and renamed hereby.