

PROCEDURES FOR THE USE OF ALCOHOL ON CAMPUS OR DURING COLLEGE SPONSORED EVENTS

1.0 PURPOSE

These Procedures describe the process that will be used by the College to review requests for allowing *alcoholic beverages* to be available during events that are either held on College Property or are sponsored by the College (each individually referred to as “an “Event”. When the term “Event” is used in these Procedures it means any College gathering where alcohol will be available). The Procedures are not intended to change the existing substantive policies dealing with the permitted uses of alcohol on campus or on College owned or rented property (“College Property”). Those policies are recited in the *Employee Drug and Alcohol Abuse Policy* (for faculty and other employees) and in the *Student Handbook* and other publications directed to students (for students and student organizations).

Events include gatherings that are --

- (a) sponsored by the College or an approved College organization to take place on or off College Property;
- (b) advertised or promoted using the name and/or resources of the College;
- (c) held off College Property, but using student fees or other College resources to finance the Event; or
- (d) held on College Property by third-parties.

2.0 IDENTIFICATION AND RANKING OF RISKS

2.1 Categories. The purposes for an Event can be diverse and may include such matters as raising funds for the College, enhancing the College’s public image, hosting Alumni gatherings or other cultural, social or professional meetings, or merely providing a meeting place or performance space for third-parties not affiliated with the College. In general, however, these Procedures recognize three different types of entities that may host an Event. The types of entities that may host an Event are categorized as follows:

- (a) Affiliate or Third-Party Sponsored Events: These Events could be hosted by the College Foundation, the College Alumni Association or non-affiliated third-parties such as a business, a non-profit organization or other legal entity.
- (b) Student Sponsored Events: These Event would include those sponsored by an approved student organization, such as a sorority or a fraternity, as well as, any other approved group or organization of students.
- (c) College Employee or College Sponsored Events: These Events would be hosted by the President, Board of Trustees, the Faculty Senate, a School or a department, a College manager, or any recognized academic or employee unit or organization.

2.2 Risk Assessment. When determining the risk of alcohol abuse associated with an Event, College reviewing authorities will consider at least the following factors:

- (a) the location of the Event;
- (b) the number of underage students or other underage persons who are expected to be in attendance as guests;
- (c) the number of underage persons who will have access to the Event by, for example, working as servers or volunteers;
- (d) the sponsor of the Event;
- (e) the history of the Event and of the conduct of participants during the Event;
- (f) the estimated number of total guests to attend the Event;
- (g) the primary purpose of the Event; and
- (h) the publicity surrounding the Event and/or the public perception of the Event.

2.3 Standards. The considerations and standards used by the College to review an application for an Event shall include the following:

- (a) The College will not approve an Event if, in the exercise of its sole discretion, it has determined that holding the Event will present an unreasonable risk to the health or safety of the College community and/or to the property of the College, or that the Event will be conducted in a way that would portray the College or the members of the College Community in a false light or otherwise subject it or them to public ridicule or disgrace.
- (b) The higher the risk assessment, the more stringent shall be the requirements of the *Alcohol Management Plan* described in section 3.3.

3.0 APPROVAL PROCESS

3.1 All sponsors of Events must complete and submit the appropriate approval form to the College office having management responsibility of the College site. Sponsors of Affiliate or Third-Party Sponsored Events, Student Sponsored Events, or College Employee or College Sponsored Events utilizing College owned or rented property shall complete the form entitled **Facility Reservation Request Form**. If the Event is a student Event, the sponsor is to complete the Form entitled **Authorization to Host Student Event** even if the Event is to be held on other than College Property. If the Student Sponsored Event is to be held on College Property, both Forms must be completed.

3.2 If any alcohol will be available at a student sponsored Event, there shall be a conclusive presumption that underage students will be in attendance.

3.3 The Alcohol Management Plan referred to in each Form described in section 3.1 shall be required for every Event where alcohol will be served. Depending on the risk assessment made pursuant to Section 2.2, the alcohol management plan shall address the following issues with the specificity needed to adequately address the perceived risk:

- (a) how the organization will prevent underage persons from having access to alcohol;
- (b) the type and amount of alcohol that will be available at the Event;
- (c) the type and amount of food that will be served;

- (d) the starting time and ending time of the Event;
- (e) the Event security that will be provided by the organization members themselves;
- (f) the number of police requested from College Public Safety, or if the Event is to be held off campus, a description of the security available; and
- (g) if a Student Sponsored Event, appropriate acknowledgement that Public Safety will contact the Student Affairs staff member on-call if a police action is required or similar serious or exigent circumstance arises.

3.4 In addition to any other Form that may be required to rent or use a College facility or to rent or use a site not located on College Property (if any), all Forms for Events, described in Section 3.1, where alcohol will be available must be pre-approved by the Department of Public Safety before the Event may be held. In addition to the requirements of the preceding sentence,

- (a) all Forms for Student Sponsored Events, including those prepared by recognized student organizations, must also be pre-approved by the Office of Student Life or Office of Greek Life, as appropriate; and
- (b) all Forms for other than student Events where alcohol will be available shall also be pre-approved by the College's Director of Events.

4.0 ON CAMPUS ALCOHOL SERVICE PROVIDERS

Notwithstanding any other provision of these Procedures to the contrary, the College's Director of Events is authorized to review the licensure of any alcohol service provider that is named for a particular Event. The Director shall also issue such guidance as may be appropriate, from time to time, to promote the safe use of alcohol during approved Events including, but not limited to, the training of alcohol servers. The Director will act for the Office of the President in all such matters.
