

ORGANIZATION SPONSORED EVENTS WITH ALCOHOL

Policies are designed to ensure that group functions are conducted in compliance with South Carolina state alcoholic beverage laws and College of Charleston regulations. The policies are also intended to discourage irresponsible use of alcoholic beverages and emphasize responsible drinking behavior, thereby minimizing the liabilities of the College of Charleston and of the sponsoring group. This policy is written for all registered student organizations and offices working with student organizations at the College of Charleston. When planning an event, make sure this policy is read in its entirety. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston.

Alcohol Use on Campus During Events Policy can be found here:

<http://policy.cofc.edu/documents/6.3.1.pdf>

ON-CAMPUS STUDENT ORGANIZATION SPONSORED EVENTS WITH ALCOHOL

Any registered student organization and office working with student organizations sponsoring an on-campus event with alcohol must adhere to the following:

- All alcoholic beverages, including donated alcoholic beverages, served on College-owned, managed or affiliated properties must be provided and served only by Dining Services. Dining Services holds a valid liquor license for services on the College of Charleston campus, as well as the corresponding liability insurance.
- No student organization sponsored event that includes alcohol shall exceed four (4) hours.
- Under NO circumstances are alcoholic beverages to be sold by the sponsoring organization.
- This policy is for beer and wine only. No distilled spirits are permitted at any College of Charleston function sponsored or co-sponsored by student organizations on the College of Charleston campus. BEER-ALUMINUM CANS ONLY, NO BEER BOTTLES; WINE BOTTLES PERMITTED.
- Responsibility for the proper conduct of all individuals attending functions rests primarily with the organization sponsoring the event. At least one event manager must be identified. Event manager must remain sober while carrying out their duties during the event.
- The event must be registered with The Office of Student Life at least TWO WEEKS (14 business days) in advance. The signature of the organization's advisor is required. On Campus Event Planning Form can be found online at studentlife.cofc.edu and on Cougar Connect.
- A method of identifying participants under the age of 21 must be in place during the event.

- No personnel, including security is to be paid in cash for working the event. Policies have been established for payment of all personnel. See the Business Manager in the Office of Student Life to arrange for payment.
- Campus areas designated for consuming alcoholic beverages at a student-sponsored event are: Barnet Courtyard, Cistern Yard, Stern Center Garden, and P Parking Lot (located behind fraternity housing off Wentworth Street).
- Non-alcoholic beverages and unsalted food for fifty (50%) percent of anticipated guest attendance must be available at every function.

ATTENDANCE, GUEST PROCEDURES, ADVERTISING AND VIOLATIONS

The following attendance, guest and advertising guidelines and procedures shall be in effect and followed at all functions where alcoholic beverages will be consumed on and off the College of Charleston campus. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston.

- Attendance: Every member, including alumni, in good standing of the sponsoring organization will be permitted to attend that sponsor's event. The number of participants allowed access to a function will be controlled by pre-established limits for the specific facility or locale.
- Guest Procedures: Those attendees (age 21 and over) consuming alcohol must have their college I.D. and driver's license checked to confirm their age and must have their hands stamped or marked or wristband applied designating that they are 21 or older. Individuals shall not be permitted to leave and return to the function site. No intoxicated person(s) will be admitted to the function.
- Advertising: Advertising of student organization-sponsored events where alcoholic beverages will be consumed must be consistent with the educational philosophy of the College of Charleston and follow these conditions:
 - Advertisements for any event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages. The message conveyed in the event promotion must not encourage the use of alcohol.
 - Publicity must not convey that consumption of alcohol is the purpose or reason for the event. Promotion must not refer to the amount/quantity of alcohol to be present. Advertisements for events must not portray drinking as a solution to personal or academic problems or as necessary for social, sexual, or academic success.
 - Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals or campus organizations.
- Violations: Any person who is a member of the College of Charleston community violating any procedures shall be subject to accountability under the Student Handbook Student Code

of Conduct. Non-College of Charleston guests violating these procedures shall be removed from the premises and arrested. They will also be prosecuted as deemed necessary by the Public Safety officials.

- No under-aged student should be wearing a wristband or hand stamp or be provided alcoholic beverages. Any failure to comply with this will be considered a violation of the alcohol policy, Honor System, and state law.

OFF-CAMPUS EVENTS

Any registered student organization must inform the appropriate College office of intent to host an event off campus where alcohol will be served or available. The College has no supervisory duty or liability regarding this type of off-campus event. Any injuries, damages, or claims, including alcohol liability claims, are the sole responsibility of the organization's individual members and the event venue.

Each organization is to complete the Off Campus Event Notification Form and submit to the Office of Student Life (for all-non-Fraternity and Sorority organizations) or to the Higdon Center for Student Leadership and Fraternity & Sorority Life (for Fraternities and Sororities).

The form must be submitted at least two weeks prior to the date of the event.

Organizations must abide by all relevant policies included in the Compass (Student Organization Handbook) and any relevant policies for those organizations affiliated with national or international organizations.

Advisors must be aware that the organization is hosting the event.

Organizations must indicate their understanding that the College has no supervisory duty or liability regarding this type of off-campus event. Any injuries, damages, or claims, including alcohol liability claims, are the sole responsibility of the organization's individual members and the event venue.

If any student fee or other state funding is being utilized to fund any portion of the event, all College procurement and contractual policies must be followed. (NOTE, no student fee or other state funding may be used for the purchase of alcohol.)