



Title:	Alcohol Policy for Student Events
Effective Date:	May 6, 2016
Approved By:	President's Council
Responsible Party:	Dean of Student Affairs
History:	

## **I. Purpose:**

This policy affords recognized University student groups (“Organization”) the privilege of serving alcohol at a University sanctioned event. At all times, University employees, students, and guests are expected to know and abide by all applicable state and federal laws, as well as relevant University policies and procedures related to the serving and use of alcohol. Organizations that provide alcohol as part of an event share in the responsibility to ensure a safe environment for all attendees. Alcohol can only be served at University sanctioned events. The determination of whether an event is a University sanctioned event will be made by the Office of President or his cabinet, President’s Council.

All alcohol served on University property for a University sanctioned event must be purchased by the University through the Office of Student Affairs. Under no circumstances can an individual or organization independently purchase or supply alcohol for a University sanctioned event. A bring your own bottle (BYOB) event is not permitted as a University sanctioned event, either on-campus or off-campus

## **II. Definitions:**

A University sanctioned event is one that has been registered through the Office of Student Affairs and approved by the Salus University President’s Council.

A Responsible Contact can be a faculty or staff member who is prepared to assume the responsibility for a controlled and successful event. This includes monitoring the consumption of alcohol to ensure that all guests are safe during the event, as well as when they leave the event. Responsible Contacts should introduce themselves to University security and serve as the point person for the event.

On-campus event is any event taking place on campus property including the Hafter Student Community Center and Salus owned clinical facilities.

Off -campus event is any event taking place outside of campus property and clinics.

### **III. Policy:**

#### **Purchase and Consumption of Alcohol**

In compliance with Pennsylvania state law, alcohol must be served in a controlled manner and not be freely accessible. No one under the age of 21 or visibly intoxicated may be served. Alcohol must not leave the University event venue.

Mixed drinks/cocktails are not permitted to be served by student organizations.

#### **Requirements for On-campus Events**

University sanctioned events being held on-campus must be registered through the Office of Student Affairs. If alcohol is served, beverages will be limited to beer and/or wine and the event must meet the following requirements:

1. Student groups wishing to serve alcohol must make their request at least three weeks in advance of the event. Requests are submitted to the Office of Student Affairs, either to the Dean of Student Affairs or the Associate Director of Student Engagement.
2. Alternative, non-alcoholic beverages and food must be served during the entire period that the alcoholic beverages are available.
3. The event organizer(s) must appoint a Responsible Contact (RC) (see #9 below) to distribute drink tickets. There is a two (2) drink ticket maximum for all alcoholic beverages. Drink tickets are obtained through the Office of Student Affairs.
4. The amount of alcohol is regulated through the Office of Student Affairs. Students may not purchase, distribute or sell alcohol on-campus University sanctioned event.
5. A bartender(s), provided by the University's caterer, is required for all approved events. The number of bartenders is determined by the size of the event; the rationale is one bartender for each count up to 125 guests. The bartender fee (as determined by the caterer in advance of the event) is the responsibility of the event Organization. It is the responsibility of the Organization to collaborate with the Office of Student Affairs in advance of the event to ensure that an accurate estimate for these charges is factored into the budget for the event.
6. Kegs, vats and other large-scale containers of alcoholic beverages are not permitted.
7. Alcohol beverages may be mentioned or implied in campus advertising of an event using conventional phrases such as "happy hour," "beer and pizza," "wine and cheese," etc. However, alcohol may not be the primary focus of an event. Additionally, drinking games or any activities that encourage or contribute to the overindulgence in or abuse of alcohol are prohibited.
8. Based upon the number attending the event, additional University security may be necessary to assist with oversight. If the engagement of additional security officers is deemed necessary, the associated cost is will become a financial obligation for the sponsoring organization. For every 100 persons in attendance at the event, one security officer is to be assigned.
9. Student events must have a designated Responsible Contact. A Responsible Contact can be a faculty or staff member who is prepared to assume the responsibility for a controlled and

successful event. This includes monitoring the consumption of alcohol to ensure that all guests are safe during the event, as well as when they leave the event. Responsible Contacts should introduce themselves to University security and serve as the point person for the event. The Responsible Contact is expected to be in attendance for the duration of the event. One Responsible Contact should be designated for every 100 people in attendance. Responsible Contacts with the assistance of University security must be prepared to shut down an event if this policy is not being effectively implemented, or if other circumstances of concern arise.

### **Requirements for Off-campus Events**

University sanctioned events being held off-campus must be registered through the Office of Student Affairs. If alcohol is served, beverages will be available to attendees under the liquor license held by the venue or the venue's contracted catering company. Students may not purchase, distribute or sell alcohol at any off-campus University sanctioned event.

1. Student groups wishing to have alcohol served at an off-campus event must make their request at least one month in advance of the event; often more time will be needed in order to review contract agreement(s). Requests are submitted to the Office of Student Affairs, either to the Dean of Student Affairs or the Associate Director of Student Engagement.
2. Alternative, non-alcoholic beverages and food must be served during the entire period that the alcoholic beverages are available.
3. The event organizers must secure evidence from the venue that the venue has a) a valid liquor license, and b) a trained security staff that will be on the premises during the organization's event, and c) valid and sufficient insurance coverage evidenced by a 'certificate of insurance.'
4. There is a one (1) drink ticket maximum for all alcoholic beverages per attendee. Drink tickets are obtained through the Office of Student Affairs. Additional alcoholic beverages may be purchased from the venue or the venue's contracted catering company under the prevailing laws of the state.
5. Alcoholic beverages may be mentioned or implied in campus advertising of an event using conventional phrases such as "dinner dance," "class party," "cash bar," etc. However, alcohol may not be the primary focus of an event. Additionally, drinking games or any activities that encourage or contribute to the overindulgence in or abuse of alcohol are prohibited.
6. Organized and/or contracted transportation built into the cost of the event ticket is encouraged.

### **Obtaining University Approval**

To serve alcoholic beverages, a representative from the organization must request and submit a completed Alcohol Beverage Request Form to the Office of Student Affairs for approval. The request must be submitted no later than three weeks prior to the date of the event.

The event must be a University sanctioned event in order to serve alcohol. Approval must be obtained through the Office of Student Affairs. Upon receipt of the completed form, the request will be discussed with the Office of the President and/or President's Council to determine if the event meets the criteria to be recognized as a University sanctioned event. The criteria to be evaluated may include attributes such as:

- verifying that the organization is recognized an in ‘good standing’ with the University;
- reviewing the invitation to ensure that it does not exclude a member of the university community from attending;
- reviewing the budget and funding process for the event to ensure prudent use of student funds.
- On-campus events will be evaluated to ensure that appropriate arrangements have been made for obtaining the alcoholic beverage, securing a bartender(s), arranging for security coverage and the participation of the Responsible Contact will be verified.
- Off-campus events will be evaluated to ensure that appropriate documentation has been submitted by the venue to evidence the existence of a valid liquor license, on-site security and proof of liability insurance.
- Transportation options available to attendees to get to and from the event will also be evaluated.

**Sanctions:**

The student organization that is sponsoring the event assumes the responsibility for compliance with all applicable laws, ordinances and University policies pertaining to the use or possession of alcohol. Sanctions for a violation may include, but are not limited to: loss of space reservation privileges, loss of University student group recognition, and/or fines for property damage.

Violation of this policy may also constitute misconduct as defined by the University’s Code of Conduct and may result in disciplinary action and penalties consistent with this Code.