

**UNIVERSITY OF LOUISVILLE (U of L)
GUIDELINES FOR HOSTING EVENTS WITH ALCOHOL
FOR STUDENT GROUPS AND COUNCILS
(Revised August 2003)**

GENERAL STATEMENT

If U of L students at least 21 years of age decide to drink alcohol, the University explicitly counsels only low risk use and condemns the misuse and abuse of alcohol. The University of Louisville supports the following statements related to the consumption of alcohol by students:

1. It is acceptable not to drink alcohol and each individual should make a personal, informed choice, keeping in mind:
 - a) by law, you must be at least 21 years of age to drink alcohol,
 - b) if you are at least 21 years of age and choose to drink alcohol you should do so in a low risk manner,
 - c) consumption of alcohol should not be the main focus of any event you attend.
2. Accurate information about the consumption of alcohol and alcohol assessment referral is available through the Counseling Center Office.

Guidelines for Hosting Events with Alcohol for Student Organizations and Councils

The following expectations apply to all U of L Student Organizations and Councils which sponsor, cosponsor, host, arrange, organize, participate in, or otherwise facilitate "student events" (activities, functions, parties, gatherings, etc.), ON CAMPUS including Papa John's Stadium and the University Club (or at off campus events sponsored by or funded in whole or in part by the University), where alcohol is served or consumed. Failure to observe these guidelines may result in disciplinary charges and sanctions against Student Organizations and Councils.

EVENTS MAY NOT BE SPONSORED IN ON-CAMPUS GREEK FACILITIES

ALL GROUPS SHOULD TAKE NECESSARY PRECAUTIONS FOR OFF CAMPUS EVENTS. THE UNIVERSITY STRONGLY ENCOURAGES STUDENT ORGANIZATIONS AND COUNCILS TO FOLLOW THE STEPS OUTLINED IN THIS DOCUMENT AS A GUIDELINE WHEN PLANNING OFF CAMPUS EVENTS.

The Assistant Vice President for Campus Life or his/her designee will evaluate each case individually and will consider any significant circumstances. The following criteria are not exclusive, but are provided as a general guide for Student Organizations and Councils in determining "student events".

- any event involving ten (10) or more members of a Student Organization or Council;
or
- any event involving any combination of ten (10) or more members and non-members;
or
- any event which may reasonably lead to or may be expected to cause a disturbance;
or
- any event where a common source of alcohol (i.e. kegs, beer balls, party punches or their equivalent) is present (see Article 4.4)
or
- any event which is advertised (by written or verbal means)

**** These guidelines currently do not apply to Organization-sponsored tailgates. These tailgates are expected to comply with Athletic policies on tailgating as well as local and state laws.**

ARTICLE I. Alcohol Laws and University Rules

- 1.1 Everyone must obey all applicable laws and U of L rules pertaining to alcohol use. Specifically, you are reminded, it is illegal to:
- a. serve or furnish alcohol to a person(s) under the age of 21 or to any person(s) who is or appears to be under the influence of alcohol (impaired);
 - b. drink in a place open or accessible to the general public such as streets, parking lots, sidewalks, public areas of campus, etc.;
 - c. sell alcohol without a license;
 - d. drive while under the influence of alcohol (impaired).

Article II. Education Requirement

- 2.1 The education requirement pertains to those Student Organizations and Councils that plan to serve or consume alcohol at ANY student event BOTH ON AND OFF CAMPUS. A list of scheduled Alcohol Awareness Programs will be sent to each Student Organization and Council at the beginning of the fall semester.
- 2.2 Groups who do not hold events involving alcohol may be granted exemptions to the education requirement. To be exempt from the education requirement an Exemption Request must be returned by the deadline established. The University, however, encourages all organizations to participate in these educational programs even if alcohol is not served at their events.
- 2.3 At least two executive officers, one of whom must be the Student Organization/Council President or Social Risk Management Chairperson or their equivalents, must attend an alcohol education session specifically designed for Executive Officers. The President of the Student Organization/Council must sign an Acknowledgement and Review Statement indicating that the Alcohol Guidelines have been reviewed with the membership. The Acknowledgement and Review Statement must be returned by the deadline established annually. If executive officers do not meet the requirements listed above, no events involving alcohol will be approved.**

In addition, eighty percent (80%) of new members of each Student Organization and Council must have documented attendance at one of the Alcohol Awareness Programs provided or approved by the Health and Education Coordinator annually. If a group does not meet the education requirement by the last Alcohol Awareness Program scheduled, no events involving alcohol will be permitted.

In situations where it appears impossible to adhere to the membership attendance requirements, a request for waiver of the requirement must be submitted to the Assistant Vice President for Campus Life prior to the education program.

ARTICLE III. Event Notification and Supervision

- 3.1 The intent of these guidelines is to educate students about University expectations, to identify for the University any on-campus or University sponsored or funded student event involving alcohol, and confirm the presence of recommended precautions. All Student Organizations and Councils must send notification to the Campus Life Office regarding events where alcohol will be served or consumed. Event Notification forms are available from, and should be submitted to, the Campus Life Office, Room W302 Student Activities Center. **Events occurring off campus which are not University sponsored**

or funded do not require registration with the Campus Life Office provided the mandatory education requirement has been met.

- a. The Event Notification form must indicate the anticipated attendance and specific arrangements made for supervision and security at the event (see Article 3.2d for further information).
- b. The Event Notification form must be submitted a minimum of fifteen (15) calendar days in advance of the event to the Campus Life Office. Events may be canceled or alcohol will not be allowed without proper notification. A maximum of four (4) forms may be submitted by a Student Organization or Council at any one time. If additional forms are submitted, they will not be approved.
- c. At least one of the advisors/supervisors who sign the event notification form must be present during the entire length of the event. Advisor/supervisor substitutions are only made on an emergency basis and must be approved in writing prior to the event by the Assistant Vice President for Campus Life or his/her designee.
- d. For on-campus events involving 100 or more persons or open parties, Student Organizations or Councils shall also provide, at their own expense, supplemental security through the Department of Public Safety (DPS) (see 3.2e regarding additional security options). The Student Organization or Council must contact the Campus Life Office at least twenty-one (21) calendar days prior to the event to arrange for supplemental security coverage. In the event that the Student Organization or Council needs to cancel DPS services, notification must occur at least 72 hours prior to the scheduled event or your organization will be billed. The Student Organization or Council contact person should notify the DPS Operations Commander to cancel DPS services.
- e. At the discretion of the Assistant Vice President for Campus Life or his/her designee, other appropriate security officials may substitute for DPS personnel at off campus, University sponsored or funded events. Such personnel must conform to the criteria established by DPS and be approved, in writing, by the Assistant Vice President for Campus Life, prior to the event. (DPS criteria available upon request.)

ARTICLE IV. Event Guidelines

- 4.1 Student Organizations and Councils are not allowed to advertise that alcohol will be served or consumed at their event or present any pictorial, radio, written or verbal references to alcohol (BYOB, Hairy Buffalo, Sex on the Beach, Beer Mugs or Steins, etc.) on any student event advertisement or invitation.
- 4.2 No alcohol of any type shall be provided as awards or prizes to any individual, Student Organization or Council at any student event.
- 4.3 Common sources of alcohol (i.e. kegs, beer balls, party punches, or their equivalent) are not allowed unless provided by an external licensed source at an external licensed site.
- 4.4 Event hosts must check identification of all individuals entering an event. It must be verified that each person is eighteen (18) years of age or older or a U of L student before being permitted to attend a student event where alcohol is served or consumed.
- 4.5 The hosts must identify all persons of legal drinking age by some visible, nontransferable means (wrist bands, stamps, etc.). No one under age 21 is allowed to possess or consume alcohol. No one 21 or over may obtain alcohol for any person under age 21. Host Student Organizations and Councils are responsible if under age consumption of alcohol occurs at their event.

- 4.6 At any event where alcohol is served or consumed, alternative beverages and snacks/food/a meal must be readily available.
- 4.7 All events must end by 1:00 am unless special permission is obtained in writing from the Assistant Vice President for Campus Life or his/her designee under the RSO Event Policy.
- 4.8 Alcohol may not be served or consumed for more than four (4) hours during any single event.
- 4.9 Student Organizations and Councils are limited to one (1) event involving alcohol per week. **No events will be approved on days of home football games. No events will be held during mid-terms or finals.**
- 4.10 Alcohol may not be consumed or carried in an open container on any street, sidewalk, alley or public area of the University of Louisville.
- 4.11 Prompt clean up and adequate sanitary facilities shall be provided for on-campus events at the expense of the sponsoring Student Organizations or Councils. If clean-up is not complete within 12 hours of the end of the event or is not adequate, the hosting Student Organizations or Councils shall be billed, through the Campus Life Office, for the cost of University personnel cleaning the area.
- 4.12 Students will not permit, tolerate, encourage or participate in “drinking games” of any kind.
- 4.13 Cab vouchers are to be used to ensure that an individual who has been drinking arrives home safely and are not to be used for transportation to any other location.

ARTICLE V. Responsibility and Liability

- 5.1 The University of Louisville and its staff assume no liability for Student Organizations and Councils student events. Student Organization and Council leaders and members should educate themselves about potential legal liability and consequences regarding alcohol consumption and accidents resulting in personal injury or death. The University strongly encourages student groups to maintain contact with national governing organizations regarding advice on best current practice(s).
 - a. Sponsoring Student Organizations and Councils are strongly encouraged to obtain group liability insurance or assure that they are covered under a group liability plan provided by larger sponsoring organizations (i.e. national fraternities and sororities).
 - b. Advisors/supervisors, officers and group members should also carry individual liability or be covered under group insurance plans.
- 5.2 The University of Louisville believes that the opportunity for students to assume responsibility for their own behavior is an important aspect of college life. Therefore, Student Organizations and Councils and their individual members or participants assume responsibility for compliance with this policy. Violations of the alcohol guidelines may result in sanctions when University personnel learn of them through complaints, observations by school officials, unruly behavior or otherwise. If a problem does occur as a result of a student event at which alcohol is served or consumed, the Student Organization or Council may be held responsible.
 - a. Each individual is responsible for his or her personal behavior and may be held accountable under the Code of Student Conduct.
 - b. Individual of group behavior, which reflects the implied consent or non-interference of the sponsoring Student Organization or Council membership, advisors/supervisors or Executive

Officers, may result in the Student Organization or Council being held accountable for the actions of the individual or collective group under the Student Organization Code of Conduct.

- c. All alcohol events must conform to other U of L and criminal/civil rules, regulations and laws which may be more restrictive in nature (i.e. residence hall/building codes, facility and/or safety restrictions, city ordinances, etc.).
- d. Failure of any person(s) to adhere to the reasonable request of identified U of L and/or public officials (i.e. police, fire, emergency personnel) is grounds for immediate event closure and may result in additional charges and sanctions.
- e. Violating or failing to complete sanctions imposed may result in additional charges.

FAILURE TO FOLLOW GUIDELINES

Student Organizations and Councils may be held accountable to both the University of Louisville and to criminal/civil authorities for violation(s) of the Alcohol Guidelines. Student Organizations and Councils are subject to U of L disciplinary proceedings regardless of the pendency of criminal/civil proceedings or other University proceedings.

Any sanction(s) imposed as a result of violations of these guidelines will also result in notification of any local, state and/or national governing bodies. In addition, notification will be sent to the Student Organization or Council advisor and to the Assistant Director of Greek Life and Recognized Student Organizations.

MINIMIZING YOUR RISKS

We want your event to be enjoyable for you and your guests. Remember those who are hosting the event set the tone for the event. Clear decisions need to be made prior to the event regarding the role of alcohol and the focus of the event.

Your liability risks are **GREATLY** increased if you:

- 1) Allow alcohol to be consumed by a minor (under 21 years of age);
- 2) Allow someone who is already impaired to consume alcohol;
- 3) Allow someone who is already impaired to leave your event and get behind the wheel of a car.

The Event Guidelines outlines in the U of L Guidelines For Hosting Events With Alcohol For Student Organizations And Councils specifically address points that need to be followed when hosting an event. The following checklist is provided for your use in planning events.

CHECKLIST

1. Do the proper campus officials have to be notified? If so, date the event form was submitted to the Campus Life Office _____.
2. Will any state laws or city ordinances be violated? If your answer is yes, you need to change your plans!
3. Are your officers and members familiar with the U of L Guidelines For Hosting Events With Alcohol, the Student Code of Conduct, The RSO Event Policy or other pertinent policies and procedures?
4. What safeguards have been implemented to prevent these laws/ordinances/policies from being violated?
5. How will the organization/council officers maintain control over the function? Does security need to be acquired?
6. What security responsibilities will your organization have at off campus events? What will the hosts do if the activity gets out of hand?
7. What alternative beverages and food are to be provided (4.7 Guidelines)? Who is responsible for alternative food and beverages?
8. Is there a clean-up crew assigned to clean up after the event?
9. Could you convince University officials or a criminal or civil court that your event was not potentially dangerous?

If you have questions, please contact the Campus Life Office at 852-5787.

Guidelines For Hosting Events With Alcohol
For Student Organizations and Councils

Acknowledgement and Review Statement

I have received a copy of the *Guidelines for Hosting Events With Alcohol For Student Organizations and Councils* and have reviewed it with the membership/council.

I understand that this form must be turned in to the Campus Life Office prior to an event being posted.

I understand that as the President of this Student Organization or Council, I have the obligation to pass on information contained in the Alcohol Guidelines to my successor.

Any and all Alcohol Use Request Forms submitted will not be approved until this form has been turned in.

Student Organization/Council: _____

Name of President: _____

Signature of President: _____

Date: _____

Return to the Campus Life Office, SAC W302, by November 5, 2004

Received by: _____ Date: _____

Guidelines For Hosting Event With Alcohol
For Student Organizations And Councils

Education Requirement Exemption

I have received a copy of the *Guidelines For Hosting Events With Alcohol For Student Groups and Councils* and have reviewed it with the membership/council.

I understand that in requesting an exemption from the Education Requirement of the U of L alcohol event guidelines that my student organization/council will not sponsor, cosponsor, host, arrange, organize, participate in, or otherwise facilitate events with alcohol ***either on or off campus***.

Student Organization/Council: _____

Name of President: _____

Signature: _____

Date: _____

Return to the Campus Life Office, SAC W302, by November 5, 2004.

Received by: _____ Date: _____