

ALCOHOL REGULATIONS FOR STUDENT EVENTS

“Student events” are those events that are registered with the Office of Student Engagement or are hosted exclusively for students. All events that are sponsored or organized by student groups must be registered with the Office of Student Engagement.

REGISTERING THE EVENT

- Beer and wine may be sold at events that are registered with the Office of Student Engagement at least three weeks (15 working days) in advance.
- The director of student engagement or her/his designee will review requests to register an event with alcohol and all plans for the event.
- The event must have a theme and/or some form of entertainment to serve as its focus. Non-alcoholic beverages and food must be available for the duration of the event.
- The director will have the authority to grant or deny approval for the event based on a variety of criteria, including appropriateness of the event, the organization’s ability to execute its plans in accordance with college policies, and knowledge of other scheduled events.
- Once approved, a member of the Office of Student Engagement staff will complete and submit a liquor license application to the board of liquor license commissioners for final approval.

EVENT STAFFING

- At least one public safety officer or an outside vendor (approved by the director of public safety) must be hired for an event where alcohol will be served.
- If more than 100 attendees are expected, a minimum of two officers are required, with the need for additional officers determined by the department of public safety.
- One public safety officer and one faculty/staff adviser will be responsible for checking identification cards and wrist banding those individuals of legal drinking age.
- At least one executive board member of the organization sponsoring the event must be present at all times during the event. This individual cannot consume alcohol during the event. This/these person(s) will circulate throughout the event to ensure that alcohol is not being consumed by those who are under 21 and that those in attendance are behaving responsibly.
- A dedicated server who has completed appropriate training will serve the alcohol. The server is responsible for ensuring that underage and visibly intoxicated persons are not served alcohol.

ADMISSION TO THE EVENT

- The sponsoring organization is allowed to charge admission to the event but cannot include the cost of alcohol in the admission price.
- It is suggested that the organization sell tickets in advance so that the projected attendance is as accurate as possible.

PURCHASING AND SERVING ALCOHOL

- Alcoholic beverages must be dispensed in a separate area that is restricted to individuals who are at least 21 years of age.
- Students’ wrist bands will be punched each time that alcohol is purchased.
- Beer or wine must be paid for per drink, at cost or above, rather than at discount rates so that the college does not subsidize the cost of the alcohol.

- Individuals attending the event cannot bring their own alcohol.
- The maximum amount of alcohol to be purchased will be determined by the number of people projected to attend and the number of hours for the event. This will be based on no more than one drink per person, per hour for a maximum of four hours.
- It is the responsibility of the organization sponsoring the event to purchase the alcohol.

EVENT CLEAN UP

- The sponsoring organization is responsible for clean-up (removing trash and sweeping, vacuuming, or mopping floors) and for any damages that may be incurred as a result of the event.

Violations of the above policies will result in the organization's loss of privileges to hold events at which alcohol is served and may be referred to the Judicial Board as appropriate.

CHECKLIST FOR PLANNING A STUDENT EVENT WITH ALCOHOL

AT LEAST THREE WEEKS PRIOR:

- Meet with Stacy Cooper Patterson to review policies for events with alcohol.
- Reserve space. For general campus spaces, please contact Kathy Hemelt in OSE. To reserve the Gopher Hole, please contact Aisha Rivers.
- Contact the Office of Public Safety to arrange for an officer to be present.

TWO WEEKS PRIOR:

- Request a list of students 21 and over from SAS.
- Work with OSE to obtain an alcohol permit.
- Purchase wrist bands.
- Order alcohol and make arrangements for pick-up.
- Request a check through the SGA treasurer for the cost of alcohol.
 - o A check must be cut, as credit cards cannot be used to purchase alcohol.

ONE WEEK PRIOR:

- Order food and non-alcoholic beverages.
- Advertise your event on-campus.

DAY OF:

- Pick up alcohol.
- Pick up food and non-alcoholic beverages.
- Arrive at least one hour early to set up and plan to stay afterwards to clean up.
- Post a large poster of rules at the entrance to your event and a smaller one at the wrist band table. These rules include:
 - o If a student leaves the serving area he/she may not be re-admitted.
 - o Students will only be served 1 drink/hour.
 - o Students cannot bring backpacks or alcoholic beverages inside the serving area.
 - o Students who wish to smoke will be allowed to exit to the loading dock area behind Pearlstone (if the event is being held in the Gopher Hole).
- Post admission and drink prices at the ticket table. You may not have a flat fee for entrance and drinks; your entrance fee can only cover the costs for the food.
- Have a sign in sheet for off-campus guests at the ticket table with spaces for drivers' license number.
 - o All off-campus guests must be 21 years old or older and be accompanied by their host at all times.
 - o The form should have space for the host to print their name and sign their signature under a disclaimer understanding these policies.
- Have food and non-alcoholic beverages available to students.

REGISTRATION FORM FOR A STUDENT EVENT WITH ALCOHOL

Please meet with the Director of Student Engagement to review this form at least 3 business weeks before the event.

Name of Event: _____

Date of Event: _____ Sponsoring Organization: _____

Purpose/theme of the event:

Target audience:

Beverage(s) to be sold (please circle one/both): Beer Wine

Cost charged for beverages: Beer: _____ Wine: _____

Entry fee (to cover food costs only): _____

Will your event be open to those under 21? Yes No

- NOTE: If individuals under 21 are allowed to attend this event, you must designate a separate space for the purchase and consumption of alcohol for those 21 and over.

Who will be serving alcohol?

- NOTE: Servers must have completed appropriate training for dispensing alcoholic beverages.

Checklist (please check as you complete each item):

- We have met a representative of public safety, who has assigned the appropriate number of officers to the event.
- We have obtained a liquor license (or have asked someone in the Office of Student Engagement to obtain it for us).
- We will obtain a list of those Goucher students who are 21 as of the date of this event from SAS.
- We have obtained wrist bands to be given by a public safety officer and one faculty/staff adviser to those who are over 21.
- We will not advertise the event off campus.
- At least one executive officer of the organization and the faculty/staff adviser of the organization sponsoring the event will be present and sober at all times during the course of the event.
- We will post signs informing participants of costs and alcohol policies.

Signatures:

Signature: Club/org. officer

Signature: 2nd club/org. officer

Signature: Faculty/staff adviser

Print name

Print name

Print name

Date

Date

Date