

## **John Carroll University**

### **Policy on Student Organization Events with Alcohol**

John Carroll University and the Division of Student Affairs enforces a strict set of guidelines and policies surrounding events with alcohol in the best interests of students' and attendees' safety and well-being.

Student organizations must comply with the following procedures for any event with alcohol. The sponsoring organization, the sponsoring organization officers, the sponsoring organization advisor and the venue manager, must agree to comply with all JCU risk management policies and procedures outlined here.

In addition, student organizations must complete the Student Organization Request for Event with Alcohol on-line form no less than 21 days in advance of their event for approval.

#### **General Guidelines**

- The Student Organization Request for Events with Alcohol is required for all events sponsored by student organizations in which alcoholic beverages will be served.
- The Student Organization Request for Events with Alcohol form must be submitted online no later than 21 days prior to the event in order to be approved. This form submission includes all contracts & certificates of liability for the event, including but not limited to transportation, third-party vendors, facilities, musicians/performers and security.
- All policies from the Office of Student Engagement and University Code of Conduct must be followed at all times. No overnight stay at event venues is permitted.
- Promotions for the event shall not portray symbols of alcoholic beverage consumption (i.e. foaming cups, beer cans, etc.), alcoholic beverage brands (i.e. Coors, Natural Light, etc.), or abusive consumption (i.e. drinking contests/competitions), nor shall they emphasize frequency or quantity of alcoholic beverage consumption. Alcoholic beverages shall not be used as a requirement to participate.
- The primary purpose of any event should not be alcohol consumption. The university may impose other guidelines as necessary for the safety of all participants.

#### **Supervision & Risk Management Monitoring**

- The adviser must be present for the duration of the event and must address university violations. Advisers may enlist the support from event security to intervene if necessary.
- All national and university risk management policies regarding events with alcohol must be followed.
- All contracts related to the event planning must be reviewed by the Fraternity & Sorority Advisor or other university staff.
- Intoxicated students and their guests will be ejected from the event.

## **Food & Beverages**

- Guests who are 21 and older must wear a three-tabbed wristband. Only one drink can be served to one person at a time. This allows guests to consume a MAXIMUM of three alcoholic beverages at the event, regardless of the duration of the function.
  - The three tabs are standard for a three-hour event. If an attendee of age arrives with two hours remaining in the event, he or she will receive only two tabs on the wristband, and arriving with only one hour left will result in receiving only one tab.
  - The bartender must take one tab for each alcoholic drink consumed.
- All food and beverage service for events involving alcohol must be provided through third-party vendors.
- Adequate amounts of non-salty/non-sweet food must be provided as well as ample quantities of non-alcoholic beverages.

## **Transportation**

- University vehicles are not permitted to transport students or other attendees to and from events with alcohol.
- Organizations must arrange for alternative transportation options and social fraternities/sororities must follow the transportation policies as set forth by their national organizations.
- Intoxicated students are not permitted on the arranged transportation or into the event.

## **Security**

- The organization must hire at least one security guard/police officer per 50 guests.
- All attendees are allowed only one entry to the event. If an attendee leaves, they are not permitted to re-enter.

## **Procedures for Checking Identification**

- International policies for check-in procedures must be followed.
- A hired security guard/police officer at the door, must check IDs, and place the wristband on the individual.
- At the door, an invitation list must be given to the staff who are checking IDs, indicating guests who are 21 and older. Please turn this list in to the Vice President for Student Affairs office at least 5 business days prior to the event.
- Attendees who are 21 and older must be wrist banded with three-tabbed wristbands. Wristbands must be clearly visible. Wristbands can be obtained in the Vice President for Student Affairs office on the last business day prior to the day of the event.
- Bartenders must check IDs again before they serve an alcoholic beverage to any wrist banded guest.