Programming with Alcohol Policy for Student Groups
Wittenberg University

Philosophy

Wittenberg University’s Student Code of Conduct and Ethics affords student groups the privilege of hosting events with alcohol. The presence of alcohol at any type of event increases the risk for those involved with planning, maintenance, and implementation. The purpose of this policy is to assist student groups to plan and implement events with alcohol while understanding liability and risk reduction techniques. It is the responsibility of the student group and all of its members to be familiar with this policy. Students are expected to know and abide by all applicable state and federal laws along with University policies and procedures. Additionally, students are responsible for their own behavior, utilizing effective risk management practices, and creating a safe environment for all attendees.

The sponsoring group(s) will be accountable for any and all violations. Student groups need to be aware that knowingly or recklessly violating a published University policy, rule or regulation or participating in conduct which one should reasonably know to be a violation of a published university policy, rule or regulation, is a violation of the Student Code of Conduct and Ethics. Sanctions for violating this policy may include, but are not limited to, loss of funding, loss of student organization privileges, referral to the Office of the Dean of Students, the Office of Campus Police and Security, referral to any and all relevant affiliated national organizations, or off-campus criminal prosecution. The University places its highest priority on enforcing alcohol violations that are repeated, disruptive, dangerous and/or flagrant.

For fraternities and sororities, this policy does not supersede the risk management policies of each respective inter/national organization. It is the responsibility of each chapter to carefully review their inter/national risk management policy and the policy(s) of co-host(s) before each event. As a rule of thumb, organizations should follow whichever policy is stricter.

Policy

I. Eligibility, Registration, and Approval
   a. Any student organization wishing to include alcohol as part of an event must be officially recognized through the Office of Student Involvement. Two members of the group must attend one session of the Programming with Alcohol workshop which is offered by the Office of Student Involvement twice a semester. These members are required to be present at any event in which alcohol is present. Each student organization must have a minimum of two members authorized in the current semester to be eligible to host events with alcohol.
i. It is strongly encouraged that any member who will be at least 21 years old during the semester attend the workshop so he/she can serve as a liaison during any events planned that semester.

b. A request (Programming with Alcohol Registration Form) to include alcohol in any sponsored event must be received by the Office of Student Involvement no later than 4 p.m. the Tuesday prior to the event.

c. A Risk Management Conference with the Director of Fraternity and Sorority Life, Director of Student Activities, or designee must occur no later than noon on Thursday prior to the event. Failure to meet this deadline will result in an automatic denial of the request.

A representative from each student organization involved with the event must be in attendance at this conference. The purpose of the meeting is to ensure that the group is in compliance with this policy. Approval will be granted, provided the event abides by all University and related organization policies and procedures. A complete list of all guests invited must be turned in by this time. (See Guest List Guidelines)

d. Risk Management Conferences will be scheduled based on the availability of the designated University official. To ensure adequate time to schedule a conference, it is recommended that student organizations submit the registration form and schedule the Risk Management Conference as early as possible. Submission of the registration form does not guarantee that a Risk Management Conference can be scheduled to accommodate all schedules. The Office of Student Involvement will work to accommodate student organizations to the best of their ability.

II. Regulations

a. For a social event to be approved, the host (and all co-hosts) must demonstrate an understanding of regulations described below and a commitment to fully comply with each of the regulations.

b. Social events scheduled off-campus (BYOB or any third-party vendor) will only be considered for approval when occurring on Friday or Saturday nights. Events scheduled on any other night will not be approved.

i. However, any events held on-campus in Founders and/or Doppelgangers on nights other than Wednesday, Friday, and Saturday will be considered for approval. See information in Article II, Section Ci.

c. Location – This alcohol policy is applicable when a student group is sponsoring an event either on or off campus. Not all reservable spaces on campus will permit the inclusion of alcohol in programming. Regardless of on or off campus location, when alcohol is present, the space must be closed or roped off (also necessary for outdoor
locations) to ensure proper and legal checking of identification. A closed or roped off space also helps ensure safety and manage attendance. This policy applies to student group sponsored events, both open and closed, in Founders. Events on or off campus will be confined to the designated location.

i. Founders and/or Doppelgangers will not be closed for any organization-sponsored events on Wednesday, Friday, or Saturday nights.

ii. If an event is held in Founders and approved by the Office of Student Involvement, all other stipulations of this policy will be enforced. Given certain event parameters, the Office of Student Involvement MAY allow the sponsoring organization to forego a guest list. If the organization’s risk management policy (or that of an affiliated national organization) still requires a guest list, the Office of Student Involvement will also require such.

iii. The Office of Student Involvement will assist with logistical arrangements and marketing for events in Founders that are hosted by student organizations.

d. **Focus and Publicity** – Alcohol may not be the main focus of an event. Each event must have a theme. Alcohol may not be mentioned on publicity for the event. All events are subject to the University Posting Policy.

e. **Time Restrictions** - Event beginning and ending times will be strictly observed. Social events at which alcohol is consumed, possessed, or served may take place only between the hours of 6 p.m. to 2 a.m. Additionally, they may not exceed four (4) hours in length. No organization may register more than one event on any given day.

f. **Event will be closed.** Only guests whose names appear on the official guest list will be permitted to attend. This includes BOTH members and non-members. Sponsoring organizations are responsible for the conduct of their members and guests. However, this does not preclude individuals from referral to the Dean of Students for Student Code of Conduct and Ethics violations.

i. **Admittance to the event will occur through ONE entrance only.** Measures must be taken to secure alternative entrances in order to monitor admittance to the event.

ii. **Guest IDs will be checked at the door.** All guests must show a valid picture ID and have their name on the official guest list to gain admittance to the event.

iii. **Those guests who are 21 years of age or older will be designated as such.** Wrist bands or hand stamps must be used to designate those guests who are of legal drinking age. Age verification must occur at the event entrance for all guests.
iv. **Guests who are visibly intoxicated will not be permitted to enter or re-enter the event.** It is the responsibility of the host organization(s) to ensure that intoxicated members and guests are not permitted to enter and re-enter the event.

g. **Food and non-alcoholic beverages** will be provided in appropriate amounts, in clearly visible and easily accessible locations for the duration of alcohol service.

h. **When live entertainment** (i.e. a band) has been scheduled, immediate neighbors will be notified prior to the event (if applicable).

i. **Alcohol – All events must be held with a Third Party Vendor or follow BYOB (Bring Your Own Beverage) Guidelines.** No alcoholic beverages will be served by the host(s) and no alcohol will be purchased with organization funds (this includes any type of effort to “pass the hat” or collect funds for an event).

   i. **Third Party Vendor Guidelines:**

   1. Must be properly licensed by the appropriate local and state authority.

   2. Must be properly insured with a minimum of $1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

   3. Agree in writing to cash sales only (individual, drink-by-drink), collected by the vendor, during the function.

   4. Agree in writing to all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

      a. Checking identification cards upon entry;

      b. Not serving minors (ideally the TPV will check IDs when serving each drink);

      c. Not serving individuals who appear to be intoxicated;

      d. Maintaining absolute control of ALL alcoholic containers present;

      e. Collecting all remaining alcohol at the end of the function (no excess alcohol, opened or unopened, is to be given, sold, or furnished to the organization);

      f. Removing alcohol from the premises.

   5. Agree in writing that the vendor will not provide any drink specials specific to the event attendees, require any drink sale minimums, or otherwise co-sponsor as a distributor with the organization. Co-sponsorship with a distributor encourages binge consumption and will not be permitted.

   6. **All on-campus events** must follow third party vendor guidelines (BYOB is not permitted); the only permissible third party vendor is Sodexo.
ii. BYOB Guidelines:

1. The amount of alcoholic beverage an of-age person may bring to a BYOB event is six 12 oz. cans of beer or malt beverage. No beverage in a glass bottle is permitted. No open containers of any kind are permitted. No hard liquor is permitted.

2. All beverages at BYOB events must be dispensed by one or more individuals that have participated in the Programming with Alcohol workshop, agree to be and remain sober for the duration of alcohol service, and are at least 21 years of age.

3. A central point of distribution of alcohol must be roped off to allow for proper identification. The line must start in a well lit area and a single file entrance must be created. Of-age members and guests must be identified separately than those not of legal age (i.e. over 21 receives wristband; under 21 receives handstamp).

4. A check-in/distribution system must be in place for all alcoholic beverages (i.e. ticket or punch card system). Guests may drink only the alcohol they brought to the party. When a guest wants his/her beverage, he/she may not receive more than 1 beverage at any given time.

5. Any remaining beverage will be disposed of when a person leaves the event. A person may not leave the event with any alcohol. All unused alcohol must be thrown out at the end of the party.

6. No person may bring alcoholic beverages more than once to the same event. Staff at the entrance will register each person to monitor reentries.

j. Liaisons will be designated for each social event. Liaisons must be at least 21 years old. One liaison for every 25 people in attendance is required (recommended one per 10-15 people in attendance). It is required that liaisons are sober for the duration of the event. Liaisons must be identified as such on the guest list. Liaisons cannot be new/associate members of fraternities or sororities.

k. A professional security guard is recommended but not required, to assist the host with the event. Security Guards can ID guests as they enter the party and monitor the event to keep things under control. Guards can also require unruly guests to leave the party. In any case, Wittenberg Police and Security should be called in emergency situations.

l. Those indicated on the Social Event Registration Form as responsible for the event will remain present for the duration of the event.

m. All members of the host organization(s) may be held liable if a problem occurs. Any organization co-sponsoring or co-financing the event is equally liable should a problem occur.
n. **Clean-up will occur immediately following the event.**

III. **Guest List Guidelines**

a. Everyone invited to the event MUST be included on the guest list. This includes BOTH organization members and non-organization members. Wittenberg University risk management guidelines require a maximum of 1 guest per member. For Third-Party Vendors, the maximum capacity of the area designated for the event may not be exceeded.

b. Guests should be listed alphabetically by last name. This is very important for coordinating admittance.

c. Birth dates should be listed next to the guests’ name. Birth dates must then be verified by guest at the door by showing his/her ID. (To facilitate the check-in process the host may choose to highlight all guests who are 21 or older.)

**Sample Guest List Format**

**Host Organization Name(s):** Badminton Club & Alpha Gamma Delta  
**Social Event:** Valentine Crush Party  
**Date:** February 16, 2009  

<table>
<thead>
<tr>
<th>Guest Names</th>
<th>Birth date</th>
<th>Member responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellows, Brad</td>
<td>9/2/87*</td>
<td>Williams, John</td>
</tr>
<tr>
<td>Gorski, Dawn</td>
<td>12/15/89</td>
<td>Johnson, Kate</td>
</tr>
</tbody>
</table>

* Designates 21 and over

d. A complete guest list must be turned in to the appropriate University official by no later than the Risk Management Conference.

IV. **Failure to Comply**

a. Failure to comply with any of the guidelines stated in this policy is reason to be referred to the Dean of Students or designee and/or relevant affiliated national organization headquarters.

b. **Exceptions:** any guidelines stated in this policy that are in conflict with an organization’s inter/national risk management policy must be made known at the Risk Management Conference held prior to the execution of the event. Wittenberg University and the organization(s) will defer to the stricter of the two guidelines in these cases.