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, 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.

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 offered by the Office of Student Involvement twice a semester (once at the beginning and again mid-semester). These members are required to be present at any event in which alcohol is present.
   
   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 policies and procedures. A complete list of all guests invited must be turned in at 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 paperwork and schedule the Risk Management Conference as early as possible. Submission of the paperwork 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 (co-hosts) must demonstrate an understanding of regulations described below and a commitment to fully comply with each of the regulations.

b. Only social events scheduled for Friday and Saturday nights will be considered for approval.

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. When alcohol is permitted, 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 Founder’s. Events on or off campus will be confined to the designated location.

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 ID’s 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 so. 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.
g. **Food and non-alcoholic beverages** will be provided in appropriate amounts, in clearly visible and easily accessible locations.

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 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. *(For fraternity and sorority events)* 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.
      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.
      2. All beverages at BYOB events must be dispensed by approved persons.
      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. **Monitors will be designated for each social event.** One monitor for every 25 people in attendance is required (recommended one per 10-15 people in attendance). It is strongly encouraged that monitors are sober for the duration of the event. Monitors must be identified as such on the guest list. Monitors 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. For fraternity/sorority sponsored events, FIPG risk management guidelines suggest a maximum of 2 guests per member.

b. Guests should be listed alphabetically. 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 Chapter Name(s):** Sigma Pi and 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 at 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.
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. Organizations will defer to the stricter of the two guidelines in these cases.
Programming with Alcohol Registration Form

This form must be submitted and approved by the Office of Student Involvement no later than 4 p.m. the Tuesday prior to the event. A Risk Management Conference with the Director of Fraternity and Sorority Life or Director of Student Activities must occur no later than noon on the Thursday prior to the event. A guest list following the guidelines outlined in the Programming with Alcohol Policy must be submitted at the Risk Management Conference. Submission of paperwork and participation in a Risk Management Conference is only a request for approval before a student group will be permitted to host a social event involving the presence of alcoholic beverages, on or off campus. Programs are subject to approval by the Vice President for Student Development and Dean of Students or designee.

Please Print Legibly

Contact Information

Organization Name __________________________________________

Contact name(s) __________________________________________

Email __________________________ Phone ______________________

General Information

Name/theme of Event ________________________________________

Date of event ______________ Start time _______ End Time ________

Event location ______________________________________________

Contact at location ______________ Phone ______________________

Address of location __________________________________________

Transportation

What type of transportation will be provided (check all that apply)?

☒ Taxi cab service ☐ Designated Driver Program ☐ Witt Vans ☒ Charter Bus Service

☐ Other __________________________ ☐ Not Applicable

The undersigned assume responsibility for compliance with the risk management policies of Wittenberg University, associated University organizations (Interfraternity Council/Panhellenic Council), and policies of inter/national associations and organizations with which all sponsors are affiliated.

Event Chair Signature __________________________

President’s Signature __________________________

Advisor’s Signature __________________________

***For Office Use Only***

☒ I have met with at least one representative from each organization involved in this event

☒ I have reviewed risk management policies and social host guidelines with the representative(s)

☒ Organizations have participated in a Programming with Alcohol Workshop

☒ Approved ☐ Denied

Student Development Representative __________________________ Date __________________