

# Alcohol Policy for Undergraduate Events

Office of Student Activities ♦ [getinvolved.wustl.edu](http://getinvolved.wustl.edu)



## Philosophy on Alcohol at Washington University in St. Louis

The Washington University in St. Louis' Drug and Alcohol Policy affords student groups the privilege of serving alcohol at certain events. Please be familiar with this and the checklist provided. Students are expected to know and abide by all applicable state and federal laws and university policies and procedures. Students are responsible for their own behavior; however, if a student group provides alcohol as part of their event they share in the responsibility to provide a safe environment for all attendees.

The sponsoring group 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 University Judicial Code. For more information please see the University Judicial Code (Offense No. 18). Sanctions for violating this policy may include, but are not limited to, loss of funding, loss of space reservation privileges, referral to the judicial administrator and campus police or off campus criminal prosecution. The University places its highest priority on enforcing alcohol violations that are repeated, disruptive, dangerous and/or flagrant.

For additional questions, contact the Office of Student Activities.

Staff members in the offices of Student Activities (935-5994), Residential Life (935-5050) and Greek Life (935-5923) are willing and able to assist during the planning process.

This policy may be modified or amended without prior notice.

## Policy

### Eligibility to Sponsor an Event with Alcohol

Student groups wishing to include alcohol as a part of an event must be an officially recognized group through Student Union or the Greek Life Office. Two members of the group *must attend* the "Programming with Alcohol Workshop" offered by the Office of Student Activities **twice a semester** (once at the beginning and again mid-semester).

### Approval

A request to include alcohol in any sponsored event must be received by the Office of Student Activities or the Greek Life Office **ten working days** prior to the date of the event. The details of the event will be reviewed by Event Services or Residential Life (depending upon the location of the event), the Office of Student Activities or Greek Life Office (depending upon the group) and University Police. An approval form must be submitted for all events at off campus locations. Approval will be granted, provided the event abides by all University policies and procedures, seven days prior to the event. Fraternity and sorority events with alcohol are to be registered and approved through the Greek Life Office according to their process established. See Greek Life Handbook for more information.

### Focus and Publicity

Alcohol may not be the main focus of an event. Alcohol may not be mentioned on publicity for the event; except for Greek organizations who must mention that the event is BYOB to be in compliance with their national chapters. All events with alcohol are subject to the University Posting Policy rules and regulations. Events open to the general public and advertised off campus are not permitted to include alcohol as part of their event.

### Location

The University alcohol policy is applicable when a student group is sponsoring an event either on or off campus. Please check with Event Services and Residential Life for specific space guidelines. Not all reservable spaces will permit the inclusion of alcohol in programming. When alcohol is permitted, the space must be closed or roped off (as is necessary for outdoor locations) to ensure proper and legal carding. A roped off space also helps the security guards ensure safety and manage attendance.

### Alcohol: Types, Distribution, Charging

- No hard liquor, including but not limited to grain alcohol, punches or any mixed drinks are permitted at events.
- Glass bottles are never permitted.
- Beer and wine are permitted.
- Malt beverages in single serving containers are permitted. Malt beverages include but are not limited to Smirnoff Ice, Doc Otis, Zima, etc.

Distribution of alcohol is only permitted through a third party vendor with a valid liquor license. Third party server(s) must always be present; alcohol can not be left unattended. A central point of distribution must be roped off to allow for proper identification. Only one cup, not to exceed 12 ounces of beer or wine, at a time may be served to students of legal age. The sponsoring group is responsible for ensuring alcohol does not leave the event. If a person appears to be intoxicated he or she is not to be served. It is acceptable to begin distribution of alcohol when the event is scheduled to begin. Alcohol distribution must conclude one **30 minutes** before the event is scheduled to end. All events must conclude and be completely cleaned up by 2:00 am, or earlier if the venue specifies. Greek organizations are permitted to hold BYOB events in compliance with their national chapter's policies. For specific questions regarding implementing a BYOB event, please contact the Greek Life Office.

The selling of alcohol may not be a fundraiser for the sponsoring group.

### Food and Beverages

Non-alcoholic beverages and non-salty foods must be available, free, and displayed attractively. Water must be one of the non-alcoholic beverages provided. Food must be available when the alcohol distribution begins and replenished as necessary throughout the program.

### Attendance and Proper Identification

Carding for proof of legal age must occur at the point of distribution. The line must start in a well lit area and a single file entrance must be created. A security guard will be responsible for carding for proof of legal age, and affixing wristbands. Individuals under the age of 21 will receive a wristband of a different color. A member of the planning group must remain at this location throughout the event to monitor compliance with the alcohol policy. Washington University identification, with valid driver's licenses or state/federal issued identification cards must be checked at the point of distribution. Fake identification will be confiscated, and the student risks a referral to the University Judicial Administrator and/or off campus authorities and fines up to \$500.

### Guest Policy/Sign-In

At events where non-Washington University guests are invited, the Washington University student is responsible for the conduct of his or her guests. Guests must enter with their host. Guest misconduct could lead to referral to the University Judicial Administrator for the student, and the guest could be subject to prosecution off campus. Guests over 21 years of age will be carded in the same manner as students. The sponsoring group must develop a system for identifying and tracking guests. One guest per student identification is allowed. Guests must show picture identification at the door (driver's license or state/federal issued identification card) and sign in. The process of signing in guests must be managed by a member of the sponsoring organization. This completed guest list must be turned in to the Office of Student Activities or Greek Life Office following the event.

Guests Under 18 and Prospective Freshmen (PFs) – Only guests over the age of 18 years of age are permitted at events where alcohol is present. PFs, regardless of their age are not permitted to attend events where alcohol is served.

Non-Member Guests (Greek Organizations) – At Greek events "guests" refer to all non-members of the host organization. All general guest policy (outlined above) and sign-in procedures should be followed. Additional information regarding guests at Greek events is available through the Greek Life Office.

### Responsible Contacts

At least two individuals from the sponsoring group must be designated “responsible contacts”. They are responsible for overseeing the implementation of the alcohol policy throughout the entire event. The contacts are not to consume any alcohol before or during the event and until the event is concluded and cleaned-up. The responsible contacts must remain the same individuals throughout the entire event. **Shifts are not acceptable.** The contacts are to introduce themselves to the security guards as well as University Police; the contacts serve as the primary liaison with these agencies. The contacts will conclude an event where the alcohol policy is not being followed or other problems arise. Security guards and the University Police will be available to assist in closing an event per the contacts’ request. University staff may close an event at any time if the security of event is jeopardized or the safety of students is at risk. At large scale events, University staff/faculty must be present.

### Security:

For all events requiring security, a minimum ratio of one guard for every 50 attendees is necessary. Three additional guards are required at events where alcohol is served. The sponsoring group is responsible for contacting and arranging for guards or ensuring the venue provides appropriate security. The stationing of guards must be determined prior to the event. (See “Security Staffing Descriptions” available at OSA) One guard is to be stationed at the main entrance of the event to assist student group representatives check for WU student identification, monitor guest policy, and help determine if anyone appearing to be intoxicated should be refused entrance. A second guard will be assigned to the point of alcohol distribution to check identification for proof of legal age and the third guard will serve as a roamer and will be responsible for monitoring legal drinking. Sponsoring groups are responsible for providing staff to monitor all entrances. Students must show their Washington University identification when entering any event where alcohol is being served. Students appearing to be intoxicated may be prohibited to enter an event or may be asked to leave at any time during an event. Additional guards may be required based on the nature of the event and expected attendance. Security costs are the responsibility of the sponsoring group. Greek organizations must submit payment for security with their event registration form to the Greek Life Office.

### Washington University Police Department

By way of the Alcohol Approval Form, University Police will be notified at least **seven days** in advance of all programs where alcohol has been requested and may require the presence of Officers, or will schedule random patrols as deemed necessary. Washington University Police may be brought in for consultation during the planning process at the request of staff in the Office of Student Activities or Greek Life Office. Additional costs associated with Washington University Police may be incurred and will be the responsibility of the sponsoring group.

### Emergency Service Team (EST)/Clayton Emergency Medical Team

Some large events may require EST and/or Clayton Emergency Medical Team; it is the responsibility of the sponsoring group to make arrangements and cover all expenses. EST must be contacted **two weeks** in advance. EST will require a space to set up their operation and will need to be in radio contact with the responsible contacts and security.

### Clean-Up of the Event with Alcohol

Any event on campus in where alcohol is being served must contact and make arrangements for Aramark (custodial services), Top Care (for events outdoors), or Quadrangle (for events on the South 40) for their services when the room reservation is made. Arrangements must be made for additional trash cans and recycling bins. Large events may be required to have cleaning staff during the hours of the event to remove trash and clean restroom facilities. All expenses are the responsibility of the sponsoring group.

### Evaluation

A post event evaluation must be completed by the responsible contacts and the security supervisor (designated by the security company or the venue at an off campus event) and turned into OSA, GLO or Residential Life within **two working days** after the event. A debriefing meeting following any event is required.

# Facts About Programming with Alcohol

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For the complete Alcohol Policy for Undergraduate Events please visit [getinvolved.wustl.edu](http://getinvolved.wustl.edu). All student groups must know and abide by all applicable state and federal laws and university policies and procedures.

- Student groups wishing to include alcohol as part of an event must be an officially recognized group through Student Union or the Greek Life Office. Two members of the group must attend the "Programming with Alcohol Workshop" offered by the Office of Student Activities.
- All events (on or off campus) with alcohol must be approved by the Office of Student Activities (OSA) or the Greek Life Office **10 working days** in advance. This is accomplished by completing the Undergraduate Events Registration Form (Located in the OSA).
- The main focus of events may not be on alcohol. Alcohol may not be mentioned in the publicity for your event (Student Union posting policy).
- Events open to the general public and advertised off campus are not permitted to include alcohol as part of the event.
- No hard liquor permitted including, but not limited to grain alcohol, punch, shots or any kind of mixed drink.
- No glass bottles on or off campus.
- Alcohol must be distributed through a third party vendor with a valid liquor license at a central point of distribution.
- One 12 oz. cup distributed at once.
- Alcohol distribution must end 30 minutes before event ends. All events with alcohol must end and be completely cleaned up before 2 am (or earlier if the venue closes prior to 2 am).
- Third party vendors may charge for alcohol, but the sale of alcohol can in no way, shape, or form benefit the student group financially.
- All events must have FREE non-alcoholic beverages easily accessible throughout event (water must be one of the beverages available but not the only non-alcoholic beverage).
- All events must have FREE non-salty food available and easily accessible throughout event.
- Security guards must be present at all events with alcohol. Typically 3 guards per event plus 1 guard for every 50 students is necessary, but this may increase depending on the nature and size of your event. OSA/GLO and WUPD will help determine security needs and issues.
- Security Guards must be responsible for carding. Attendees over 21 will receive a different color wristband.
- One guest is permitted per Wash U ID Card.
- Guests must enter the event with the host. The guest will have ID checked and be signed in as the guest of a single host. The host is responsible for the actions of their guest.
- No guests under the age of 18 are permitted at events with alcohol, nor are perspective freshmen.
- Two individuals from the hosting organization must be designated responsible contacts. These two individuals cannot consume any alcohol the entire day (before and during the event) until the event is concluded and cleaned up. These individuals are the main contact with B&D, University staff, and WUPD.
- Large scale events must have EST and/or EMT on the premise. OSA/GLO and WUPD will help determine if this is necessary.
- Clean up must be organized with Aramark or TopCare for events with alcohol taking place on campus.
- Post event meetings are required for any events with alcohol. Groups must complete the Post-Event Evaluation Form, available online at [getinvolved.wustl.edu](http://getinvolved.wustl.edu), prior to the meeting.