The Saint Leo University Student Organization Policies & Procedures
Regarding the Use of Alcohol
August 2010

The University is committed to providing an environment that includes policies and educational elements to encourage healthy, low risk, and safe choices for the use or non-use of alcohol for those of legal age. Furthermore, the University believes in the importance of alcohol education programs for all members of the University community. It is upon this and the education-oriented philosophy of the University that the following alcohol policy is based.

The alcohol policy at Saint Leo University is based in compliance with Florida State Statute, and the use of alcohol in moderation and under appropriate circumstances. This policy applies to all student organizations, and those groups and individual students, holding events on University property or in association with the University including off campus events. In the case of visitors/guests violating the policy, the host may be held responsible and depending on the violation, the visitor is also subject to arrest.
I. Policies
All events on campus or during an organization event, in any situation sponsored or endorsed by the University and/or individual, and organization, or in any event an observer would associate with the organization, including off-campus events must be in compliance with the stated guidelines below unless otherwise granted permission by the Assistant Vice President of Student Services:

a. All students and student organizations at Saint Leo University must observe Florida State Statutes,

b. Prohibits any person under the age of 21 from possession or consumption of alcoholic beverages,

c. the selling, giving, or serving of alcoholic beverages to persons under the age of 21 by any person or organization,

d. any person from misrepresenting or misstating his/her age, and

e. open containers of alcohol.

2. All events with alcohol must have a Third Party Vendor properly licensed by appropriate local and state authorities with a million dollar liability insurance policy. All sales of alcohol must be on an individual drink by drink basis and staffed only with employees of the Third Party Vendor.

3. All events that have alcohol present must be in a location properly zoned for the distribution and consumption of alcoholic beverages.

4. Outside events will be approved on a case-by-case basis and must follow Saint Leo town noise ordinances.

5. No kegs, or other common source alcohol containers (such as punch, party balls, etc.) are permitted. Only licensed third party vendors may have kegs.

6. Student organization funds or money generated from student activity fees or admission fees collected at the event may not be used for the purchase of alcohol (this includes “passing the hat”).

7. No event shall include drinking contests, drinking games, or have alcohol as prizes to any contests.

8. Open parties, meaning those with unrestricted access by non-members of the sponsoring organization without specific invitation are prohibited. All events with alcohol must have a guest list that is generated and finalized 48 hours prior to the event with each guest’s full name, student identification, and host if not a member of sponsoring organization and turned into the Office of Campus Life. A post list of everyone in attendance to the function must be submitted to the Office of Campus Life at the time of post meeting. The guest list can not exceed 2 guests per member of an individual organization.

9. No organization, or individual may co-sponsor an event with alcohol, with an alcohol distributor, charitable organization or tavern (business generating more than 50% of annual gross sales from alcohol). No funds, privileges, endorsements, charitable contributions or other special considerations shall be granted to an organization from the host site.

10. No organization, or individual may hold an event with alcohol during or 48 hours preceding final examination period, at organizational recruitment
induction, or initiation events, at any campus recreation event, intramural event, or NCAA event, or during the academic week (Monday-Thursday), unless granted an exception by the Assistant Vice President for Student Services.

II. General Procedures

1. The following must be turned into the Office of Campus Life with the “Event with Alcohol Form” for approval:
   - List of monitors (one Alcohol Edu trained monitor for every 25 guests) charged with remaining sober (not drinking at all), regulating the event and enforcing policy. (Alcohol Edu Trained monitor will be in effect August 1, 2010.)
   - Proof that the Organizational Officer planning the event has attended a risk management training session and passed the alcohol quiz to be eligible to hold an event with alcohol. Approval by the Campus Life or designee is subject to the above guidelines.

2. Any prior publicity (including but not limited to posters, banners, newspaper advertisements, t-shirts, electronic advertisements such as facebook and myspace, etc.) must not contain phrases emphasizing alcohol being served or manner it will be consumed (i.e. “Drink and Drown”, “All you can Drink”, etc.). Publicity must also mention the availability of non-alcoholic beverages. Posters will not be hung around campus that includes alcohol at the event. The following statement must be included all publicity:

   **Participants at the event must be prepared to present two forms of age identification, one containing a photo. Participants must be 21 years of age or older in order to consume alcohol.**

3. The final guest list must be submitted to the Office of Campus Life 48 hours prior to the event.

4. Guests over the age of 21 must be given a wrist band at the door and must have it on at all times to be served.

5. Food and non-alcoholic beverages will be made available to all participants. If the non-alcoholic food and beverages run out the alcohol sales will stop.

6. A sign must be displayed at all times that states “We Do Not Serve Minors. We reserve the right to refuse service to anyone who appears to be intoxicated, or who appears to be underage and cannot provide acceptable identification.” Students are responsible for staffing the event and will be responsible, in working along with security. A birthday list of all students is to be used at the entrance. Students will be asked to present a picture form of identification. (Invited guests who are not Saint Leo students will be required to show two forms of picture identification.)
7. The serving of alcoholic beverages is to be discontinued one half hour before the end of the event.
8. Alcoholic beverages are to be served in a container noticeably different than non-alcoholic beverages.
9. Length of event to be approved by Campus Life office.
10. No organization can have more than 2 guests per member in their organization at the event.

III. Procedures for On Campus events with Alcohol
1. An Event form must be completed with all appropriate signatures and handed into the Office of Campus Life at least fourteen (14) days prior to the scheduled activity. This form requires the signature of the Director of Student Involvement or designee. Other signatures will include that of the Director of Campus Safety, or other manager and the organization’s advisor before final approval is given.
2. All organizations approved to hold an event with alcohol must use Dining Services as their vendor unless a waiver is received from dining services and approved by the Director of Student Involvement.
3. The amount and manner of distribution of alcoholic beverages to be served will be determined prior to the event by the sponsoring organization, in conjunction with the Executive Director of Residence Life and Campus Safety, the Director of Student Involvement, and the Assistant Vice President for Student Services will make the final approval process.
4. The Director of Campus Safety will determine the number of officers to be present to check age identification for those entering the designated drinking area and/or to assist with crowd control. This number of officers will be figured in accordance with the number of persons expected to attend the event, the nature of the event, and past history (if any) of the event. Whenever possible, the Department of Campus Safety will provide off-duty University officers for events. The sponsoring organization is responsible for the cost of the off-duty officers. If it is not possible for University officers to staff the party it shall be the sponsoring organization’s responsibility to obtain appropriate alternatives in conjunction with the Director of Campus Safety. All student monitors must pass alcohol edu beginning September 1, 2010.
5. If damage occurs, the proper authorities will make an effort to seek out the responsible individual(s) and refer them to the appropriate, disciplinary process. However, when this is not possible, the sponsoring organization(s) is/are responsible for any damage or extra costs incurred and will be turned over to the Student Disciplinary Process. A thorough damage assessment will be made by the Director of Student Involvement or designee and a student representative before and after the event at the facility utilized.
6. A post event meeting will be held between the event coordinator of the sponsoring organization(s) and the Director of Student Involvement or
designee who gave final approval of the event to assess the event. This meeting shall take place within five (5) working days after the event.

7. The organization’s faculty/staff advisor must be present throughout the entire event.

V. Procedures Off Campus Events with Alcohol

Registration and approval process

1. An Event with Alcohol Form must be completed and submitted to the Office of Campus Life fourteen (14) days prior to the scheduled event with time, date and location of the event. This form must contain the signature of the groups’ advisor.

2. Proof of the Third Party Vendor license and insurance policy must be included with this form for approval.

3. Proof of licensed security personnel (not members of sponsoring organization) to be present at event. This will be reviewed by the Director of Campus Safety for approval.

4. Organizations must attend a risk management training session and pass a quiz to be eligible to hold an event with alcohol.

5. A post event meeting will be held between the event coordinator of the sponsoring organization(s) and the Director of Campus Life or designee who gave final approval of the event to assess the event. This meeting shall take place within five (5) working days after the event.
Student Organization Registration Form
For Events with Alcohol

1) Event Name:

2) Event Date:

3) Event Location:

4) Sponsoring Organization(s):

5) Number of Members in Organization(s):

6) Number of Attendees:

7) Number of Monitors:

8) Names of Student Monitors:

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9) Advisors Name: Phone: Email:

Advisors Signature:
10) Primary Organizer(s) from the Sponsoring Organization:

Name: Phone Number: Email: Box:

11) Date of SAO/Student Conduct Sponsored Risk Management Session attended by Organization President of AND Risk Management Chair:

(Monitors must take a Risk Management Quiz and return to the Assistant Dean of Students and Director of Vaughn Center one week prior to the event)

12) Please provide a brief description of why you would like to serve alcohol at your event:

13) Please provide a brief description of your designated driver program:

14) If off-campus, please provide a copy of:

- Proof of the Third Party Vendor license and insurance policy must be included with this form for approval.
- Proof of licensed security personnel (not members of sponsoring organization) to be present at event.
- Organizations must attend a risk management training/co-sponsored program with alcohol prevention & Counseling Center and each member to pass alcohol education to be eligible to hold an event with alcohol.
- Guest List Pre and Post with no more than 2 guests per member of the organization

(This form must be turned into the Office if Campus Life 15 days prior to the event.)