

**UNIVERSITY OF LOUISVILLE (U of L) GUIDELINES FOR HOSTING EVENTS WITH ALCOHOL
FOR RECOGNIZED STUDENT ORGANIZATIONS AND COUNCILS
(Revised 2019)**

MINIMIZING YOUR RISKS

We would like your event to be enjoyable for you and your guests. Remember those who are hosting the event set the tone for the event. Clear decisions need to be made prior to the event regarding the role of alcohol and the focus of the event.

Your liability risks are **GREATLY** increased if you:

- 1) Allow alcohol to be consumed by a minor (under 21 years of age);
- 2) Allow someone who is already impaired to consume alcohol;
- 3) Allow someone who is already impaired to leave your event and get behind the wheel of a car.

The following are expectations applied to all U of L Recognized Student Organizations and Councils which sponsor, cosponsor, host, arrange, organize, participate in, or otherwise facilitate “student events” (activities, functions, parties, gatherings, etc. whether ON or OFF campus), where alcohol is served or consumed. Failure to observe these guidelines may result in conduct charges and sanctions against a Recognized Student Organization, Council organizational leaders, or organizational members.

The intent of these guidelines is to educate students about University expectations, to identify for the University any on-campus or University sponsored or funded student event involving alcohol, and confirm the presence of recommended precautions. All recognized student organizations and councils must send notification to the Office of Student Involvement regarding events where alcohol will be served or consumed. Events occurring off campus which are not University sponsored or funded do not require registration with the Office of Student Involvement provided the mandatory education requirement has been met. However, we encourage the groups to follow the alcohol event guidelines as stated in the student organization manual.

SPECIAL NOTES:

****Events may NOT be sponsored in on-campus Fraternity or Sorority facilities.**

All groups hosting off-campus events should take all necessary precautions. The University strongly encourages recognized student organizations and councils to follow the steps outlined in this document as a guideline when planning any event.

CHECKLIST

The Event Guidelines outlined in the U of L Guidelines For Hosting Events With Alcohol For Recognized Student Organizations and Councils specifically address points that need to be followed when hosting an event. The following checklist is provided for your use in planning events.

1. Did your group meet the educational requirement (see Article II)?
2. Was the Office of Student Involvement notified to get approval for the date of the event (involved@louisville.edu)? Was the event form filled out? See Article 3.1 for detailed instructions.
3. Will any state laws or city ordinances be violated? If your answer is yes, you need to change your plans!
4. Are your officers and members familiar with the U of L Guidelines For Hosting Events With Alcohol, the Code of Student Conduct, The RSO Event Policy or other pertinent policies and procedures?
5. What safeguards have been implemented to prevent these laws/ordinances/policies from being violated (see Article IV)?
6. What steps are your group taking to maintain control over the function? Does this event need security personnel (see Article III 3.2)?
7. What security responsibilities will your organization have at off campus events? What will the hosts do if the activity gets out of hand? Do you have a list of emergency phone numbers? (see Article III 3.2)
8. What alternative beverages and food are to be provided (see Article IV 4.7)? Who is responsible for alternative food and beverages?
9. Is there a clean-up crew assigned to clean up after the event?
10. Could you convince University officials, a criminal or civil court that all the precautions were in place to prevent an alcohol related incident?

GUIDELINES FOR HOSTING EVENTS WITH ALCOHOL FOR RECOGNIZED STUDENT

The Dean of Students or designee will evaluate each case individually and will consider any significant circumstances. The following criteria are not exclusive, but are provided as a general guide for Recognized Student Organizations and Councils in determining “student events.”

The following expectations apply to ALL U of L Recognized Student Organizations and Councils which:

- sponsor
- cosponsor
- host
- arrange
- organize
- participate in
- or otherwise facilitate “student events” whether ON or OFF campus where alcohol is served or consumed.

ORGANIZATIONS AND COUNCILS

****SPECIAL NOTE: These guidelines currently do not apply to Organization-sponsored tailgates. Possession and consumption of alcohol in stadium parking areas are subject to local, state and federal laws and regulations. Police may patrol these areas and enforce applicable laws. These tailgates are expected to comply with policies as outlined here:**
https://gocards.com/sports/2015/3/26/GEN_20140101143.aspx, as well as local and state laws:
<https://apps.legislature.ky.gov/law/statutes/>.

ARTICLE I. Alcohol Laws and University Rules

- 1.1 Everyone must obey all applicable laws and U of L rules pertaining to alcohol use. Specifically, you are reminded, it is illegal to:
- a. Serve or furnish alcohol to a person(s) under the age of 21 or to any person(s) who is or appears to be under the influence of alcohol (impaired);
 - b. Drink in a place open or accessible to the general public such as streets, parking lots, sidewalks, public areas of campus, etc.;
 - c. Sell alcohol without a license;
 - d. Drive while under the influence of alcohol (impaired).

ARTICLE II. Education Requirement

- 2.1 The education requirement pertains to those Recognized Student Organizations and Councils that plan to serve or consume alcohol at ANY student event BOTH ON AND OFF CAMPUS.
- 2.2 The University encourages all organizations to participate in these educational programs even if alcohol is not served at their events
- 2.3 At least two executive officers, one of whom must be the Recognized Student Organization/Council President or Social Risk Management Chairperson or their equivalents, must attend a pre-event meeting with staff in the Office of Student Involvement to discuss best practices for events where alcohol is provided. The President of the Recognized Student Organization/Council must sign and bring to this meeting an Acknowledgement and Review Statement indicating that the Alcohol Guidelines have been reviewed with the membership. If executive officers do not meet the requirements listed above, no events involving alcohol will be approved.

ARTICLE III. Event Notification and Supervision

- 3.1 Prior to submitting the event form, you must contact the Assistant Director for Student Involvement or her designee (involved@louisville.edu). If the date of your event is approved, you will then proceed to the Event form. Events are submitted at: <https://louisville.edu/engage>. Events occurring off campus which are not University sponsored or funded do not require registration with the Office of Student Involvement provided the mandatory education requirement has been met.
- a. Instructions for the Event form:
 - Go to <https://louisville.edu/engage> and login

- On the top right of the page, click on checkerboard pattern to the left of your profile icon and click on "Manage"
- Go to your organization portal
- Click "Events"
- Click "Create New Event"
- Complete form and click "continue to custom fields" before submitting

b. The Event form must indicate the anticipated attendance and specific arrangements made for supervision and security at the event (see Article 3.2b for further information).

c. The Event form must be submitted a minimum of twenty-one (21) calendar days in advance of the event to the Office of Student Involvement. Events may be canceled or alcohol will not be allowed without proper notification.

d. Event forms must include the name of at least one advisor that will be in attendance at each event.

3.2 Event Form available at: <https://louisville.edu/engage>. **Events occurring off campus which are not University sponsored or funded do not require registration with the Office of Student Involvement provided the mandatory education requirement has been met.**

a. The Event Form must indicate the anticipated attendance and specific arrangements made for supervision and security at the event (see Article 3.2b for further information).

b. The Event Form must be submitted a minimum of twenty-one (21) calendar days in advance of the event to the Office of Student Involvement. Events may be canceled or alcohol will not be allowed without proper notification.

c. The Event Form must include the name of at least one advisor that will be in attendance at each event.

3.3 Recognized Student Organization and Council officers and/or event organizers are responsible for arranging appropriate supervision and/or security for events where alcohol is served or consumed.

a. At least one of the advisors/supervisors is listed on the event form should be present during the entire length of the event. Advisor/supervisor substitutions are only made on an emergency basis and must be approved in writing prior to the event by the Dean of Students or designee.

b. For on-campus events involving 100 or more persons or open parties, Recognized Student Organizations or Councils shall also provide, at their own expense, event security through the University Police. The Recognized Student Organization or Council must contact the Office of Student Involvement at least twenty-one (21) calendar days prior to the event to arrange for security coverage. In the event that the Recognized Student Organization or Council needs to cancel Police services, notification must occur at least 72 hours prior to the scheduled event or your organization will be billed. The Recognized Student Organization or Council contact person should notify the Police Operations Commander at 852-6111 and the RSO Advisor at 852-6691 to cancel Police services.

ARTICLE IV. Event Guidelines

4.1 Recognized Student Organizations and Councils are not allowed to advertise that alcohol will be served or consumed at their event or present any pictorial, radio, written or verbal references to alcohol on any student event advertisement or invitation.

4.2 No alcohol of any type shall be provided as awards or prizes to any individual, Student Organization or

Council at any student event.

- 4.3 Common sources of alcohol (i.e. kegs, beer balls, party punches, or their equivalent) are not allowed unless provided by an external licensed source at an external licensed site.
- 4.4 Alcoholic beverages should be served through a third party vendor. Any event held on campus or funded by the University MUST utilize a third party vendor. Recognized Student Organizations should get a copy of the proof of insurance from the third party vendor.
- 4.5 Event hosts must identify all persons of legal drinking age by some visible, nontransferable means (wrist bands, stamps, etc.). No one under age 21 is allowed to possess or consume alcohol. No one 21 or over may obtain alcohol for any person under age 21. Host Recognized Student Organizations and Councils are responsible if under age consumption of alcohol occurs at their event.
- 4.6 At any event where alcohol is served or consumed, alternative beverages and snacks, food, or a meal must be readily available.
- 4.7 All events must end by 1:00 am unless special permission is obtained in writing from the Dean of Students or designee under the RSO Event Policy.
- 4.8 Alcohol may not be served or consumed for more than four (4) hours during any single event.
- 4.9 Recognized Student Organizations and Councils are limited to one (1) event involving alcohol per week. **No events will be approved on days of home football games. No events will be held during finals.**
- 4.10 Alcohol may not be consumed or carried in an open container on any street, sidewalk, alley or public area of the University of Louisville.
- 4.11 Prompt clean up and adequate sanitary facilities shall be provided for on-campus events at the expense of the sponsoring Recognized Student Organization or Council. If clean-up is not complete within 12 hours of the end of the event or is not adequate, the hosting Recognized Student Organization or Council shall be billed, through the Office of Student Involvement, for the cost of University personnel cleaning the area.
- 4.12 Students will not permit, tolerate, encourage or participate in “drinking games” of any kind.
- 4.13 Vouchers for transportation services (cab, Uber, Lyft, etc.) are to be used to ensure that an individual who has been drinking arrive home safely and are not to be used for transportation to any other location.
- 4.14 All servers and event hosts (organization officers) may not consume alcohol during the event.
- 4.15 **A server may not serve more than two drinks to one person at any one time. Pitchers may not be served.**
- 4.16 **The serving of alcohol may not exceed the 4 hour limit. “Last Call” must be made at least one half hour prior to the event closing time**

FAILURE TO FOLLOW GUIDELINES

Recognized Student Organizations, Councils, organizational leaders, and organizational members may be held accountable to both the University of Louisville and to criminal/civil authorities for violation(s) of the Alcohol Policy; governmental laws or ordinances; or any University rules, regulations, or policies approved by University

officials. Recognized Student Organizations, Councils, organizational leaders, and members are subject to U of L conduct proceedings regardless of the pendency of criminal/civil proceedings or other University proceedings.

Any sanction(s) imposed as a result of violations of these guidelines will also result in notification of any local, state and/or national governing bodies. In addition, notification will be sent to the Recognized Student Organization or Council advisor.

If you have questions, please contact the Office of Student Involvement at 852-0317.

Acknowledgement and Review Statement

I have received a copy of the *Guidelines for Hosting Events With Alcohol For Recognized Student Organizations and Councils* and have reviewed it with the membership/council.

I understand that this form must be turned in to the Office of Student Involvement prior to an event being posted.

I understand that as the President of this Recognized Student Organization or Council, I have the obligation to pass on information contained in the Alcohol Guidelines to my successor as well as other members of my membership/council.

I understand the *Guidelines for Hosting Events With Alcohol For Recognized Student Organizations and Councils* and if I have questions, I understand that I can ask questions to a staff member in the Office of Student Involvement.

Any and all Alcohol Use Request Forms submitted will not be approved until this form has been turned in.

Student Organization/Council: _____

Name of President: _____

Signature of President: _____

Date: _____

Received by: _____

Date: _____