must finalize such arrangements directly with Dining Services, including all

billings and payments.

• No food or beverages may be brought into an event by an outside caterer

except with special authorization.

• No alcoholic beverages are per mitted to be brought into university

facilities by individuals or groups.

• No alcoholic beverages may be served or sold to anyone under 21 years

of age. Students must present two for ms of valid photo identification.

• The Student Organization and its officers are responsible for ensuring that

no one under the age of 21 is served alcoholic beverages and for ensuring

that no one under the age of 21 consumes any alcoholic beverages.

• The Student Organization and its officers will be held responsible for all

charges and costs incurred in connection with the event.

• The Student Organization and its officers will be held responsible for any

property damage that occurs in connection with the event.

• The Student Organization and its officers are responsible for ensuring that

no more than three guests per person are in attendance.

• The nor mal closing hours of all University facilities shall be adhered to and

at no time shall alcoholic beverages be served after 12 a.m.

• Students who plan or who attend scheduled events are responsible for

knowing and following the policies and procedures for such events as well

as the rules that may apply in specific buildings or areas of the campus.

• Student Organizations must have the support of their advisor.

• Other criteria may apply, depending upon the circumstances of the event.

• Any University staff member in charge of a facility, or an event, or his/her

designee, or otherwise employed by the University has the authority to

enter and remain present at the event in order to: (1) limit or ter minate the

consumption or possession of alcoholic beverages, (2) ter minate the

event, and/or (3) take any other action required to maintain or to restore

order and decorum.

OFF-CAMPUS STUDENT ORGANIZATION EVENTS

Where alcohol will be served, student organizations must adhere to following

guidelines:

• All alcohol must be provided by a licensed and insured third party vendor.

• Third party vendors must provide proof of insurance with a minimum of

$1,000,000 of general liability

insurance, evidenced by a copy of the properly completed certificate of

insurance prepared by the insurance provider. The certificate must show

that the insurance coverage maintains “off premises liquor liability and

non-owned and hired auto coverage”. The certificate must show that the

vendor has added the student organization sponsor(s) as “additional

insured” or “namely insured” on their insurance coverage for the date of

the event. If requested by the University, the Student Organization must

be able to provide the above referenced documentation.

• No alcoholic beverages may be served or sold to anyone under 21 years

of age.

• Vendors are responsible for: (1) checking identification cards upon entry to

the event, (2) refusing service of alcoholic beverages to minors, (3)

refusing service to individuals who appear intoxicated, (4) maintaining

control of all alcoholic containers present, and (5) collecting all remaining

• The following events are prohibited: (1) events where the central focus

is alcohol, (2) events that promote the use or sale of alcohol, and (3)

events that promote over-consumption or rapid consumption of

alcohol (e.g. pub crawls, happy hours, party buses.)

adhered to. Failure by any Student Organization to comply with these

additional guidelines from their national and/or inter national council may

result in disciplinary action against the Student Organization by the

University.