

Alcohol Policies for Student Organization Events including Fraternities and Sororities

Bring Your Own Beverage
Third Party Vendor on Campus
Third Party Vendor off Campus

*The purpose of this policy is to educate student organizations about responsible event planning
and alcohol consumption and well as risk management.*

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Bring Your Own Beverage

1. Event Logistics:

- Event must be on campus and registered with Virtual EMS and be approved on GetInvolved.rollins.edu.
- Locations must have only one entrance. (See Scheduling and Events for examples.)
- Event must last a minimum of two hours.
- Food must be available including a non salty option.
- Hosting organization must have a minimum of four (4) sober monitors and one (1) per twenty 20 students. Sober monitors must be sober the entire time of the event.
- One campus safety officer must be present at event. One (1) officer per fifty (50) students. Officers cost \$25 per hour, per officer and must be paid in advance. If event is incident free, and Campus safety approves it, funding will be returned.
- Hosting Organization's Faculty/Staff advisor must approve event on GetInvolved.
- Hosting Organization must use Center for Inclusion and Involvement approved wristbands.

2. Guest List:

A guest list with the following must be provided to Campus Safety and staff member of the Center for Inclusion and Involvement forty-eight (48) hours prior to start of event. The event can be cancelled if the list is not submitted on time or meets all requirements.

- First and last name, Rollins ID number, birthdate and cell phone number of any student attending event.
- Members of organization hosting the event must be on guest list.
- Event can be open to any member of the campus community but all invitees must be on the guest list.
- No one can enter the event that is not on the guest list.

All BYOB events can have a maximum of 200 guests.

3. Types of Alcohol:

Each student of legal drinking age is permitted to bring a maximum of six (6) 12 ounce containers of beer or wine cooler that contain a maximum of 7% alcohol. No other types of alcohol are permitted.

4. Process at the event:

At door:

- Sober monitor (student) checks Rollins and State/Country ID's at the door against approved guest list and puts approved wristband on approved guests.
- Sober Monitor (student) records type and amount of alcohol guest brings by writing it on the guest's wristband.
- Sober Monitor takes alcohol to designated bar area.

At Bar:

- Sober monitor(s) working bar must be of legal drinking age.
- Guests can request one drink at a time.
- Sober monitor gives guest one of their drinks and punches a hole (with a whole punch) in the wristband. 1 drink = 1 hole punch.
- If guest has alcohol left over at end of event, they can take it home. Container cannot be open.

Bringing a Third Party Vendor to Campus to serve Alcohol

1. Event Logistics:
 - Event must be on campus and registered with Virtual EMS and be approved on GetInvolved.rollins.edu.
 - Hosting organization must have a minimum of four (4) sober monitors and one (1) per twenty 20 students. Sober monitors must be sober the entire time of the event. Sober monitors must be sober the entire time of the event.
 - A barrier must be created to designate where guests are of legal drinking age and can only drink in this designated area. (Example: if event is outside, snow fencing must be put up and will enclose the drinking area.)
 - - One campus safety officer must be present at event. One (1) officer per fifty (50) students. Officers cost \$25 per hour, per officer and must be paid in advance. If event is incident free, and Campus safety approves it, funding will be returned.
 - Hosting Organization's Faculty/Staff advisor must approve event on GetInvolved.
 - Open bars, flat fee for all you can drink, or drink tickets will not be permitted. Organization funds cannot pay for alcohol.
 - Alcohol cannot be part of any fundraising type of event. Student Organization cannot receive donation from Alcohol Vendor. Student Organization cannot collect donations from guests for their organization or any other external organization.
2. Vendor Requirements:
 - Vendor must provide:
 - o \$1 Million liability insurance.
 - o Catering license to serve alcohol off premise.
 - Vendor is responsible for:
 - o Ensuring that anyone entering the drinking area is of legal drinking age and designating them with a hand stamp, wristband, etc.
 - o Ensuring that anyone being served a drink is of legal drinking age.
 - o Charge student appropriate cost for beverage at time drink is given.
3. Additional Requirements for Fraternities and Sororities:
 - Guest List:

A guest list with the following must be provided to the Assistant Director for Fraternity and Sorority Life (48) hours prior to start of event. The event can be cancelled if the list is not submitted on time or meets all requirements.

 - o First and last name, Rollins ID number, birthdate and cell phone number of any student attending event.
 - o Members of organization hosting the event must be on guest list.
 - o Event can be open to any member of the campus community but all invitees must be on the guest list.
 - o No one can enter the event that is not on the guest list.
 - Alcohol cannot be part of any fundraising type of event. Student Organization cannot receive donation from Alcohol Vendor. Student Organization cannot collect donations from guests for their organization or any other external organization.

Third Party Vendor Off Campus

1. Event Logistics:
 - Event must be registered and approved on GetInvolved.rollins.edu.
 - If buses are coming to campus, organization must include information time and location of pickup and drop off.
 - Hosting organization must have a minimum of four (4) sober monitors and one (1) per twenty 20 students.
 - All hosts and guests must complete a field trip liability form.
 - Organization's Faculty/Staff advisor must approved event on GetInvolved.
 - Alcohol cannot be part of any fundraising type of event. Student Organization cannot receive donation from Alcohol Vendor. Student Organization cannot collect donations from guests for their organization or any other external organization.
 - Organization funds cannot pay for alcohol.
 - Food must be served at the event.
2. Vendor Requirements:
 - Vendor must provide:
 - o \$1 Million liability insurance.
 - o License to serve alcohol.
 - Vendor is responsible for:
 - o Ensuring that anyone entering location (restaurant, bar, catering facility) is of legal drinking age and designating them with a hand stamp, wristband, etc.
 - o Ensuring that anyone being served a drink is of legal drinking age.
 - o Ensuring that no one is over served.
3. Guest List:
 - A guest list with the following must be provided to Campus Safety and staff member of the Center for Inclusion and Involvement forty-eight (48) hours prior to start of event. The event can be cancelled if the list is not submitted on time or meets all requirements.
 - First and last name, Rollins ID number and birthdate of any student attending event.
 - Members of organization hosting the event must be on guest list.
 - Event can be open to the entire campus, they just have to be on the guest list.
 - No one can enter the event that is not on the guest list.
 - Sober monitor checks guests against guest list as they arrive at door.
4. Additional Requirements for Fraternities and Sororities:
 - Must adhere to (inter)national risk management policies, which may include specifications on advisor presence, process for alcohol consumption and maximum number of guests.