

Student Organization Alcohol Event Procedures

A. Prior to the Event

1. All student organizations must satisfy each of the following in order to be allowed to host an event where alcohol is distributed:
 - All registered student organization members must complete the general Alcohol policy training.
 - Executive board members and their faculty/staff advisor must attend a meeting with the Dean of Students or designee to discuss the Event Registration process and details of the Alcohol Policy at the beginning of the semester.
 - Executive board members and members qualified to be a Guest List Manager must attend Event Manager Training.
 - Event Management Plans must be submitted to the Dean of Students Office along with the Registration of Activities Form 14 days prior to the day the event will be held. The Dean of Students (or designee) or faculty advisor may require changes to Event Management Plans at their discretion based on safety factors and risk management of the overall event. **A detailed description of the Event Management Plan procedures can be found in Appendix A.**
 - Registration of Activities (ROA) Forms must be completed (in full) and submitted by the organization at least 14 days prior to the day the event will be held. ROA's must include:
 - i. A signed contract with a law enforcement agency/venue.
 - For events held within Tangipahoa Parish, the organization must sign a contract with the University Police Department. University Police will not provide security for events occurring outside of Tangipahoa Parish.
 - For events held outside of Tangipahoa Parish, organizations must present a signed contract from the local law enforcement agency where the event will be held. Contracts must be presented at the pre-event meeting.
 - ii. Valid transportation insurance information
 - Organizations that are required by their own organizational policies to book transportation must provide valid insurance information from the designated travel company.
 - iii. Valid Liquor License
 - Organizations must provide proof of a valid liquor license from the venue where the event is scheduled to take place.
 - A pre-event meeting must take place with Event Managers, Faculty Advisor, Dean of Students (or designee), and a representative from the University Police to finalize and review management plans.
 - i. It is the responsibility of the student organization's president to coordinate this meeting.
 - ii. The pre-event meeting must take place a minimum of two days prior to the event.
2. Advertisement for Event

- No student organization's "alcohol event" may be advertised, nor may guests be invited, until that event has been approved by the Dean of Students (or their designee).
 - Advertisements for a party (or event in which alcohol is present) may mention alcohol only in the following ways: "Cash bar available" and "Alcoholic refreshments available for sale"
3. Alumni Events
- Student organization's invited to Alumni events (alcoholic or non-alcoholic in nature) must register the event as if they were holding the event themselves and must adhere to all University rules and policies.
4. Event Managers
- A minimum of 4 event managers and an additional guest list manager will be required at each Alcohol Event for attendance up to 100 attendees. One additional event manager will be required for every additional 50 guests.
 - i. Example: A party with a guest list of 100 attendees should register four event managers and a guest list manager. Every additional 50 guests will require one additional event manager.
 - Event managers must include:
 - i. President
 - ii. Vice President
 - iii. Social Chair
 - iv. Treasurer or E-Board Risk Management Chair
 - v. If more than four event managers are required, the remaining positions must be filled by Senior or Junior Status Active Members
5. Advisors
- Organizations are only required to follow their national policies regarding faculty/staff and organization advisors at alcohol events.
6. Guest List
- All guests must be properly documented
 - A guest list with all attendees' names must be submitted to the Office of the Dean of Students no later than three days preceding the event.
7. University Police Officers
- Two or more commissioned UPD officers must be present at "alcohol events" that take place within Tangipahoa Parish. UPD officers will be housed outside of the event to maintain security and assist in enforcing applicable University policies, laws and regulations.
 - The number of officers required, or an exemption from this requirement, will be based on the nature of the event and the number of participants and will be determined by the Dean of Students (or designee) and the Chief of University Police.

- Student organizations are responsible for securing officers (outside of UPD) for events that extend beyond Tangipahoa Parish. Organizations must present a signed contract from the local law enforcement agency where the event will be held a minimum of 10 business days prior to the event.
- Organizations/Departments are responsible for contacting and paying for the cost of such officers.

B. During the Event

1. The sponsoring organization is responsible for ensuring that members and invited guests display responsible behavior. To that end:
 - No alcoholic beverage may be possessed, distributed, served, or consumed by persons under the age of 21.
 - It is the responsibility of the third-party vendor to ensure no one under the age of 21 is served alcohol.
 - Obviously intoxicated persons shall not be admitted or served alcohol at activities or social events.
 - Activities or events where there is explicit or implicit pressure or an expectation for anyone to consume alcohol are prohibited.
 - Activities or events where there are no alternative options to drinking alcohol are prohibited.
 - Activities or events where lewd, abusive or sexually degrading behavior occurs are prohibited.
 - Activities or events which encourage rapid drinking, drinking games, or drunkenness are prohibited.
 - Alcoholic beverages are to be served as an adjunct to social events and may not be the primary focus of the event. For this reason, non-alcoholic beverages and food must also be served (not solely water).
 - All alcohol will be stored and legally dispensed in a designated service area within the approved site. The supply of alcoholic beverages must not be accessible to anyone except the server.
 - All alcohol must be consumed within the area in which it is served. No alcoholic beverages either open or closed, may leave the event area. A trashcan must be placed at the exit for this purpose.
 - Alcoholic beverages may only be served for a maximum of 3 ½ hours and must stop being served 30 minutes prior to the event ending.
 - Registered events involving the serving, possessing or consuming of alcoholic beverages may not begin before 12:30 p.m. on Sunday through Thursday and 3:30 p.m. on Friday.
 - Registered events must end by 11:00 p.m. Sunday through Thursday and 2:00 a.m. Friday and Saturday.

2. Event Managers

- It is the responsibility of the organization and event managers to designate a means of preventing intoxicated persons from driving (designated, non-drinking drivers; shuttles;etc). This should be highlighted in the Event Management Plan.
 - Event managers must be easy to identify by guest and other members.
 - **A complete list of Event Manager responsibilities is found in Appendix B.**
3. Guest List Manager
- The Guest List Manager must ensure all members and guest sign in at the main entrance. Only those individuals who are on the guest list are permitted to enter the event.
 - The guest list manager must ensure all members and guest sign out if they exit before the event ends. Member and guest are not allowed to re-enter the event once they exit.
 - University Police will be on site to assist if needed if the event is held within Tangipahoa Parish.
 - **A complete list of Guest List Manager responsibilities is found in Appendix C.**
4. Guest List
- The signed guest list must be turned into the office of the Dean of Students on the first business day following the event. Failure to turn in a guest list, prior to or following the event, may result in loss of privileges.
5. Advisors
- Organizations are only required to follow their national policies regarding faculty/staff and organization advisors at alcohol events.
6. Admission Policies
- Open parties are prohibited.
 - All members and guest must sign the guest list upon arrival at the event.
 - i. The list should be checked by the designated Guest List Manager.
 - ii. Only individuals on the guest list should be permitted to enter the event.
 - 1. An exception to this will be University produced entertainment, social events, and tailgating.
 - iii. Organization members and guest who exit the event will not be permitted to re-enter and must sign out with the Guest List Manager.
 - iv. The guest list should be submitted to the Office of the Dean of Students the following school day.

C. Transportation

1. Organizations are required to follow their policies regarding transportation to off campus events.
2. Organizations that are required to book third party travel must provide valid insurance information from the designated company.

3. If third-party transportation is utilized, the sponsored group is responsible to ensure that all members and guest adhere to the Southeastern Louisiana University Student Code of Conduct.
4. Organizations are required to have one Event Manager per bus.

Appendix A. Event Management Plans

Event Management Plans must be submitted along with the Registration of Activities form a minimum of 14 days prior to the event. The Dean of Students and the faculty/staff advisor may require changes to the EMP at their discretion based on safety factors and risk management of the overall event.

Plans are required to include, but are not limited to the following:

1. **Risk Management:** Written explanation of management plans to ensure capacity management, responsible drinking, accurate age verification, and establishment of an overall safe environment.
2. **Event Manager Identification:** Written explanation of how guest will be able to easily identify Event Managers during the event.
3. **Bar Management Plan:** While it is the responsibility of the third party vendor to ensure no one under the age of 21 is served alcohol, the organization must take adequate measures to confirm the identification and age of those wishing to drink. A valid Government issued ID will be required for any person wishing to consume alcoholic beverages. Wristbands must be applied immediately after proof of age is determined. Potential strategies could include: closing the bar briefly on a regular schedule, assign an event manager to the bar to keep a watchful eye for problematic guest, add signage that says “Must be 21 or over.”

Appendix B. Event Manager Responsibilities

The Event Manager duties shall be:

1. All Event Managers must complete the Advance Alcohol training.
2. Event Managers are responsible for the following: proper conduct at the event, clean-up and closing of the space, any damage to University property, cooperation with University staff, and observing the rules/policies of the University.
3. Event Managers must continuously supervise the event and enforce all policies and regulations, including those pertaining to alcohol and other drugs, and the general safety of guest. **As such all Event Managers are prohibited from drinking before or during the event (i.e. until the last guest has left and any post-event responsibilities have been completed).**
4. Event managers must promptly call for assistance (UPD/local law enforcement agency) if they become aware of an emergency.
5. Event Managers must ensure the following areas are monitored throughout the event:
 - a. Main Entrance: There must be only one point of entry for guest with the exception of facilitating access for guest with accessibility requirements. The Guest List Manager (with the help of the University Police if needed) are required to manage the door. The Guest List Manager must ensure that only members and guest who are on the guest list are allowed to enter the event. It is also the responsibility of the Guest List Manager to ensure that any member or guest that leaves before the event ends signs out and is not allowed to re-enter.
 - b. Bars: While it is the responsibility of the third party vendor to ensure no one under the age of 21 is served alcohol, an Event Manager should routinely monitor bar activity to ensure there is no problematic behavior.
 - c. Every potential exit or entrance to the event must be monitored (periodically), including other rooms within the venue building.
 - d. Roaming Event Managers: The Roaming Event Managers are responsible for continuously circulating throughout the event to monitor the overall event and fill in for other managers when they require a brief break.
6. It is important to keep in mind that the Event Managers should not be the only ones who know and adhere to policies, procedures, and laws. In fact, every member of the organization has received formal alcohol policy training and should be cognizant of carrying out the rules outlined within that policy.

Appendix C: Guest List Manager Responsibilities

Organizations are responsible for designating one executive board member as the Guest List Manager. This individual has the following responsibilities:

1. Refrain from consuming alcohol for the entirety of the event.
2. Ensure all members and guest sign in at the main entrance. Only those individuals who are on the guest list are permitted to enter the event.
3. Check to ensure every guest has valid identification to enter the event
 - a. The sponsoring organization must distinguish between those of legal age and those underage by the use of wristbands and/or handstamps.
4. Ensure all members and guests sign out if they exit before the event ends. Members and guests are not allowed to re-enter the event once they exit.
 - a. University Police will be on site to assist if needed if the event is held within Tangipahoa Parish.