



# Alcohol Policy

## Policy Information

**Date Established:** March 29, 2022

**Date Last Updated:**

**Category:** Student Association

The only events held by the Student Association or any of its recognized clubs at which alcohol may be served are formal, semi-formal dances receptions or graduations. Further, these events may only take place at banquet facilities. The objective of this policy is to allow SA and clubs to have alcohol at their events for those old enough to partake; however, alcohol will not be the main focus of any event. SA will maintain a safety plan on file for all events that are serving alcohol that will be available, upon request, at the SA office.

To request that alcohol be served at an event, clubs and SA departments must submit an Alcohol Request Form through the Student Association website. This form asks for detailed information about the operational and risk management plans of the event including:

1. Security Plans
2. Bussing Accommodations
3. Food Service
4. Event Details
5. Ticketing Information
6. Event Schedule
7. Bar schedule, that may only be open for a total of 3 hours for the event

No Student Activity Fees will be used to purchase alcohol, and all events will be cash bar only with the exception of SA's Untapped, Winter Gala, and Spring Gala.

After-parties, bar parties or nightclub parties are not allowed, and any requests submitted for events like these will not be approved. Any events held to fulfill these or similar purposes by clubs or departments are not considered SA events.

Additional Criteria for Events with Alcohol to be approved are but not limited to:

1. An Alcohol Request Form must be submitted through the Student Association Website.
2. The club must be an SA recognized club that has completed all steps of the New Club Recognition Policy.
3. The club must show successful past events where alcohol was not served.
4. The Ticket and Merchandise Sale Policy must be followed.
5. The event must be held for a legitimate purpose that helps the club follow the objectives of its purpose and achieve club goals within SA.
6. Any events where alcohol was served in the past and Safety concerns or issues that arose may be taken into account and considered when reviewing any new requests for approval.

## Approval of an Alcohol Request

All Alcohol Request Forms will be reviewed and by the Student Association Vice President and either the SA President or Treasurer. All requests must be fully completed and meet all criteria to gain approval by SA. For approval to be granted all contracts and fund requests must be submitted to the Student Association through the appropriate systems. No contracts or requests for funds will be approved for an event that wishes to serve alcohol without an Alcohol Request Form being

submitted. Once approved by the SA Officers the Alcohol Request Form will be reviewed and submitted for approval to the University President or their Designee.

The Student Association and the Campus Designee reserve the right to ask for more information and request that more safety measures are put into place before the approval of any Alcohol Request Form. The Student Association and the Campus Designee also reserve the right to attend any SA or SA club event and review that all safety plans are being followed.

## Violations to this Policy

For any club who has been found to violate this policy the Student Association will follow the Club Derecognition policy to determine if a club should be derecognized. Violating this policy will be deemed to include:

1. Not submitting a request form and alcohol being served at a club or department event.
2. A request was submitted but was never approved before alcohol was served at an event
3. Not following the stated safety plan that was submitted and approved

An employee or department who have been found to violate this policy will be reported to the Chief of Staff and SA President and will be reviewed under corrective counseling procedures as outlined in the appropriate staff handbook.