

University of West Florida
University Commons and Student Activities
The Big Book: Policy and Procedure Manual
Topic: Student Organization Alcohol Policy

Updated: January 6, 2006
On-campus Alcohol Events

This policy is applicable to Officially Registered Student Organizations and Sports Clubs. Any organization that wishes to register an on-campus event at which alcohol will be served must first receive approval from the Director of University Commons and Student Activities. Student organizations are expected to comply with all applicable local and state laws and University policies pertaining to alcoholic beverages at sponsored events.

The University requires one or more University Police Officers be present at any event where alcohol will be present unless an exception has been approved by the Director of University Commons and Student Activities in consultation with the University Police. No exception will be made for any event open to the public. The organization is required to bear the cost of this police service.

This policy applies equally to events where the organization provides free alcohol, where participants provide their own alcohol (BYOB), and where a cash bar is made available. See addendum for special rules governing registered social fraternities and sororities.

When alcoholic beverages are provided free by the sponsoring organizations, beverages must be purchased from and served by a third party licensed vendor (i.e. caterer or licensed non-profit organization). Sponsor organizations may not purchase from a retailer or wholesaler and serve free alcoholic beverages directly. The sale of alcoholic beverages is strictly limited by Florida law to employees of a licensed vendor. Charging admission at the door of the facility where alcoholic beverages are available free or soliciting donations from those attending the event may be defined as selling alcoholic beverages and is therefore prohibited under this policy. Provisions must be made to ensure that guests' consumption is appropriately limited. No individual should be served more than two (2) drinks per hour not to exceed six (6) drinks per event.

BYOB is authorized for closed parties only. Closed parties are defined as events open only to organization members and a maximum of three guests each. Each member should be individually responsible for the conduct of his or her guests at the event. The amount of alcoholic beverages brought into the event is limited to no more than one (1) six pack of 12 oz. cans (no bottles) per person or no more than 1 liter of wine per 2 people. If an event is to be BYOB, then beer and wine must be checked in at the event, marked and held by a bartender. This allows the organization to control for age and consumption.

Cash bars must be operated by a licensed vendor and the vendor will take appropriate measures to limit and control consumption according to the standards governing their license. If a cash bar is provided the vendor will be responsible for compliance with applicable sales regulations but the sponsoring organization is still responsible for the conduct of the overall event.

The sponsor organization must complete and submit a Request to Serve Alcohol at an On-Campus Event. The document must be submitted no less than fourteen (14) working days prior to the event.

No publicity for any event may indicate free alcohol or emphasize alcohol themes. Specifically, publicity may not visually depict alcohol (i.e., mugs, bottles, kegs, cans, etc.) and may not name any alcohol brand or type. Additionally, descriptive terms such as "wine and cheese social" or "BYOB" must appear at no more than 33% scale of the largest element in the poster, flyer, banner or other promotional item.

The sponsoring organization must designate two or more members of the organization who will have primary responsibility for ensuring that all appropriate laws, policies, and procedures are properly observed. Appropriate laws, policies, and organizational responsibilities will be reviewed by the Director of University Commons and Student Activities for individuals interested in assuming responsibility for their organization. The University Commons and Student Activities Office will maintain dated signature cards of authorized personnel. Only students who have attended an alcohol policy meeting will be qualified to sign Request to Serve Alcohol forms. These individuals will be qualified for a specified period before they are required to attend another meeting. In addition, qualified individuals may be required to attend another meeting in the event that Florida law or University policies change.

Food and non-alcoholic beverages should be served at any event where alcoholic beverages are available. When alcoholic beverages are provided free of charge, non-alcoholic beverages and food must also be available at no cost.

The sponsoring organization is responsible for monitoring the behavior of persons who attend the event. Anyone who becomes intoxicated or disorderly should be escorted from the event by University Police.

Proof of age must be exhibited by all persons in attendance before they are served alcoholic beverages. Only a valid driver's license, non-driver's state I.D., or passport are accepted as proof of age under Florida law.

In accordance with Florida law, alcoholic beverages consumed in a licensed facility must have been purchased there. The University Commons is covered by a license held by the University's food service contractor; therefore, if an event is held in the University Commons, the sponsoring organization must assure that persons attending the event do not bring alcoholic beverages into the facility.

Wristbands or a two-stamp identification system must be used to identify both persons of legal drinking age and those underage. Exceptions to this procedure must be approved in advance by the Director of the University Commons and Student Activities.

Common containers (i.e. kegs, party balls, etc.) are not permitted at "free" or "BYOB" events.

Registered student organizations are expected to adhere to the procedures and requirements listed above. Failure to do so may jeopardize the status of the organization and could result in one or more of the following actions:

1. Requirement that all organizational functions, with or without the service of alcoholic beverages, be attended by a University chaperon and/or University police, the cost of which must be absorbed by the organization.
2. Suspension or cancellation of the organization's privilege to serve alcoholic beverages at sponsored functions.
3. Suspension or cancellation of the organization's privilege to use University facilities.
4. Suspension or cancellation of the organization's registration with the University.

Off-campus Alcohol Events

The University of West Florida will not prohibit nor condone the availability of alcohol at off-campus events sponsored by student organizations. The University recognizes that it has neither the practical ability nor the legal authority necessary to control student's private conduct.

Organizations sponsoring off-campus events at which alcohol is served are urged to provide their members with alcohol and drug abuse awareness training.