CAMPUS CENTER COMPLEX

PROCEDURES FOR EVENTS WITH SERVICE OF ALCOHOL

1. Alcohol Approval and Facilities Reservation forms must be submitted no later than ten (10) working days prior to the date of the event. These forms must be completed in full.

   The person taking overall responsibility for the event must sign as the “Requestor.” Requestor must be an official representative of the sponsoring organization.

2. Where applicable, a damage deposit must be submitted to the Scheduling Office at least three (3) working days prior to the event. Any damages resulting from the event are the responsibility of the sponsoring group and will be deducted automatically from this deposit. Damages in excess of the deposit will be billed to the sponsoring group c/o the “Requestor”, balances will be returned.

3. Security guards may be required depending upon BSA staff risk management assessment. A minimum of two security officers must be provided when attendance is expected to exceed 100 participants.
   a. Off-duty Campus Security Officers shall be employed to provide security. If such personnel is not available, off-duty HPD officers or licensed private security personnel must be contracted.
   b. Security guards may be assigned to: assist in checking people in and out of the front door; prevent people from leaving the premises carrying alcohol; patrolling the exterior of the facility; checking and securing the area in which the public restroom facilities are being used and checking against vandalism and entry to other areas by authorized persons.
   c. Name of the agency and the number of guards to be employed for such services must be included on the approval form.
   d. Minimum Hours: Security guards must be present ½ hour before and after the event. Security guards must be instructed not to socialize with participants or consume alcohol while on duty.

4. Liability insurance may be required, in conformity with standing University policy, depending upon BSA staff risk management assessment.

5. Each schedulable area has a maximum capacity which is variable with the program nature/use. Please check with the Scheduling Office for the maximum capacity of your desired area. The total number of tickets printed must not exceed the maximum capacity of the area.

6. Dispensing of alcohol must be performed by the Sodexho Food Service employees, whose responsibility it is to insure that minors are identified and not served. As the alcohol dispenser, Sodexho has full responsibility and authority to monitor and/or refuse sale to individuals per their judgment.

7. All events must conform with the House Rules & Regulations as outlined in the Campus Center Operations Policy Document, revised.

8. All State and University regulations shall be complied and shall supercede those aforementioned. (See attached addenda—Alcohol Policy.)
1. Serve only those individuals who are 21 years of age or older.

2. Provide only single servings of alcohol at a time.

3. Deny service to individuals who are intoxicated.

4. Deny service to individuals who are providing alcohol to minors.

5. Stop consumption of liquor at least one hour prior to the end of the function.

6. Serve non-alcoholic beverages as an alternative.

7. Ensure that the sale of alcoholic beverages be pursuant to an appropriate license from the liquor commission.

8. Limit attendance to members of the organization and their guests.

9. Individuals are prohibited from bringing their own liquor to any function.

10. Violators of this policy may be referred to legal authorities as well as procedures and sanctions under the Student Conduct Code.

11. Individuals who have reviewed and approved the activity where alcohol is to be served may be held personally liable for the conduct of the attendees at the function.

If there are any questions in regard to this policy, call the Dean of Students office at 956-3290 for additional information.