# Student Events with Alcohol

## Policy

Any **on campus** event planned by a student group at which alcohol service is requested must follow this policy\*:

1. The possession, sale, use or consumption of alcoholic beverages must be in compliance with any and all applicable federal, state, county, and city laws, as well as the Chapman University Student Conduct Code.
2. Per the Student Conduct Code, all events at which alcohol is served must also include provisions of a free alternate non-alcoholic beverage and free food throughout the event. The amount of food is to be arranged with Sodexo catering, as there must be sufficient food present in relationship to the amount of alcohol being served.
3. Per the Student Conduct Code, the service and/or consumption of alcohol beverage is to be complementary to the event, and under no circumstance should an event have the consumption of alcohol as its primary purpose. As a result, advertising for any event may not include the information that alcoholic beverages will be served as a primary component of marketing.
4. Only beer and wine may be served. The use of common containers (e.g. kegs) is prohibited. The amount of alcoholic beverages present at the event must be predetermined and stated on the alcohol permit application.
5. Alcohol must be procured by Sodexo. It should not be provided by the student group.
6. No alcoholic beverages may be purchased through or with university funding, including student fees (e.g. SGA or UPB funding).
7. The bartenders will be responsible for checking IDs. Whenever possible, student IDs should also be checked to verify age and identity.
8. All recruitment/rush, new member, ritual, and initiation activities associated with any student group will be non-alcoholic.
9. No event shall include or encourage “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. A designated event host shall be required for any event at which alcohol is served. The host must be present to supervise during the entire event to assure compliance. The host must be at least 21 years of age and refrain from consuming alcohol before, and throughout the event.
11. Public Safety Officers or additional security may be required to be present at any student event at which alcohol is served. The number of officers needed for the event will be determined by the Department of Public Safety on the basis of the anticipated attendance and the amount of alcohol served. Student groups may be responsible for covering the cost of additional officers.
12. Public Safety maintains the right to turn intoxicated students away from the event or to shut down the event early due to safety concerns.
13. In the interest of maintaining good community relations with the neighbors, the hosting group will make a good faith attempt to keep trash from the event from being left or deposited on adjacent property, sidewalks, and streets and will be responsible for cleaning up any trash within 12 hours following the event.
14. Gatherings/events shall be limited to the physical boundaries of the property of the host group. Spillover into the street or surrounding properties is prohibited.

\*Each event is considered on its own merits and content and specific additions or changes to this policy may be necessary to accommodate the variety of events occurring on campus.

Process

1. Students should review the above policy and plan their event accordingly.
2. Students must complete the Alcohol Permit application with appropriate signatures.

## Alcohol Permit

This application must be completed and approved **no later than five (5) academic days** before any student group is permitted to have an event on campus where alcohol is served.

**SCHEDULING INFORMATION**

Over 21

Sponsoring Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_ Event End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Under 21

Off campus guests

**BEVERAGE INFORMATION**

Please provide the type(s) and amount of alcohol being offered:

Wine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Beer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please attach a copy of the food and non-alcoholic beverages that will be provided at the event.*

**CONTACT INFORMATION**

Please provide the name and contact information of one individual (21+ years of age) who will be present throughout the event and will act as the event representative (e.g. social chair, risk manager, president).

Event Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I have read and understand the Chapman University Alcohol Policy and agree to host the event in accordance with the appropriate laws and university policies regarding alcohol on University premises. The event contact agrees to be present for the entirety of the event. The president acknowledges awareness of this event.*

Contact Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUTHORIZED SIGNATURES**

This permit is authorized once all approval signatures have been acquired. Signatures must be obtained in the order they are listed.

Assistant Dean for Student Affairs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sodexo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Public Safety: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_