

Student Organization Social Event Procedures

Members of student organizations shall be subject to the Student Alcohol Policy and Social Event Procedures concerning the possession and consumption of alcoholic beverages on University-related premises or at University-sponsored events. Recommendations are listed that will enhance the ability of student organizations to better self-regulate events.

- The guidelines are not designed to encourage or discourage alcohol consumption. Rather, they establish parameters for alcohol use that are consistent with applicable laws and allow for social interaction and personal expression without infringing on the rights and property of others. Positive social interaction is an integral part of the educational process and the guidelines enable organizations to maintain high behavioral standards that directly contribute to a positive living-learning environment.
- The planning and execution of a social event is the responsibility of all organized groups participating in the function. If a planned social event involves two or more student groups, the appropriate officers of the groups will participate in the planning and implementation of that event, regardless of where the event will occur.
- Conduct sanctions resulting from violations of the University's Rules of Conduct will be individualized for each case. Individual(s) alleged to have violated this policy may face University student conduct as well as legal action. Similarly, a student organization may be held responsible for failures to follow University policies, rules and procedures.

ALCOHOL POLICY FOR STUDENTS AND STUDENT ORGANIZATIONS

Alcohol Policy for Students can be found in the Student Handbook here:

<https://www.butler.edu/student-handbook/alcohol-policy>

ALCOHOL AT ON-CAMPUS EVENTS

(For information about off campus events, see p.5)

1. Approval

- (a) Student organizations seeking to provide alcoholic beverages on University-owned or controlled property must first obtain authorization from the Vice President for Student Affairs (VPSA). Depending on the location, secondary approval may be needed from the department head responsible for the administration of that facility/area.
- (b) On a case-by-case basis, an organization may petition the VPSA to allow the serving and consuming of alcoholic beverages outside the physical structure of a building in prescribed areas.
- (c) In order to obtain approval, an electronic request detailing the time, location, number of participants and the exact nature of the event must be submitted to the VPSA at least six (6)

weeks in advance of the event. This process starts with *Butler Engage*, and the completion of the Approval Request Form: Social Events with Alcohol (<https://butler.campuslabs.com/engage>). The Executive Director of Student Involvement & Leadership or the Greek Life Director (for social fraternities/sororities) as appropriate will review as completed online requests. If approved, the request is forwarded to University Events to confirm the space reservation only. The VPSA, or designee, will be included in the approval review process.

- (d) **All contracts, including those for off campus locations, must be reviewed and signed by the VPSA or designee.** All contracts must be submitted no less than six (6) weeks prior to the events. A certificate of insurance for the third-party vendor is also required; see 6(b).

2. Sponsoring Events at Which Alcohol May Be Furnished

- (a) A campus wide social event with alcohol is defined as an event that is held on campus with a third-party vendor, an enclosed alcohol area, security officers in attendance, and limited to current Butler University students and their guests.
- (b) All Butler students must show a current Butler ID to enter the event. Non-Butler guests, attending with a Butler student, must show a picture ID and sign in on the approved guest sheet. Alumni of the sponsoring organization(s) may gain admission by showing proof of affiliation, picture ID which lists their date of birth, and signing in on the guest sheet.
- (c) The registered University student organization advisor or approved University employee designee must be on-site the entire duration of the event.
- (d) No special mention, pictorial or otherwise, of the fact that alcohol will be present may be made when advertising such events. Advertising for an on campus social event may include the statement "Beverages Available, ID required."

3. Requirements for sponsoring events

- (a) All organizations wishing to sponsor an event must be in good standing with the University and any of its governing organizations. A student organization is not in good standing if it is on conduct probation, has any pending sanctions, and/or has a zero or negative account balance with the Office of Student Activities.
- (b) A maximum of four organizations may co-sponsor any single social event.

4. Capacity of facility

- (a) The number of people who may attend a social event in a particular space will be established by the physical limitations of the space. A state fire marshal will examine the space and determine capacity for facility. Verification of that fire marshal's inspection should be on file in the Department of Student Involvement & Leadership. Alcohol at outside events shall be contained to a clearly designated area.

5. Timing of event

- (a) No social events with alcohol may be held on days other than Friday or Saturday. No social events shall be scheduled during reading days or during breaks. (Reading days are listed on the University academic calendar.)
- (b) Social events held outdoors will end at 11 p.m. to comply with the city noise ordinance. Indoor social events may continue until 2 a.m., with security officers present and sound contained within the facility. Alcohol may be furnished until 1:30 a.m. or 30 minutes prior to the end of the event, whichever is earliest.
- (c) All events run the risk of being terminated for excessive noise or alcohol violations.

6. Furnishing alcohol at social events

- (a) Any social event involving the distribution and consumption of alcohol must employ a third-party social event vendor.
- (b) The vendor must carry General Liability insurance with a per occurrence limit of not less than \$2,000,000 combined single limit for bodily injury and property damage. The limit of \$2,000,000 can be achieved by the General Liability policy alone, or with a combination of General Liability and Umbrella coverage. If the vendor will be serving or supplying alcohol, the insurance coverage must also include Liquor Liability with a limit of no less than \$1,000,000 per claim. The vendor shall also provide proof of Workers Compensation coverage which includes Employer's Liability of not less than \$100,000, each accident; \$100,000, each employee by disease; and \$500,000, per policy by disease. Proof of all coverages listed above shall be in the form of a certificate of insurance showing Butler University (and other entities to be determined) as an Additional Insured under General Liability. The certificate shall be submitted no less than seven (7) days prior to the event, with carriers satisfactory to Butler University, and with an AM Best rating of A, VII or better.
 - Butler Dining Services is a pre-approved vendor for on-campus events.
- (c) Alcoholic beverages may only be furnished in cans or plastic cups.
- (d) Available alcohol will consist of beer, wine and mixed drinks using only one type of liquor.
- (e) Dutiful monitoring of alcohol consumption and if necessary, subsequent denial of alcohol in cases of, but not limited to: unruly behavior, apparent alcohol abuse, severe intoxication, or any other situation, left to their discretion that would indicate the need to deny individuals alcohol.
- (f) All alcohol distribution shall be exchanged for a wristband ticket on a per drink basis. The ticket may be purchased through a cashier furnished by the third-party vendor.
- (g) The third-party vendor assumes responsibility for confirming legal drinking age (21 years of age) of the people to whom they provide wristbands and alcohol every time alcohol is distributed.
- (h) Individuals 21 and older with a wristband would be allowed the equivalent of one beer, glass of wine, mixed drink per hour, as determined by the number of tickets/tabs on the wristband. Individuals that gain entry into the event during the last hour of the furnishing of alcohol will be given a wristband with only one tab.
- (i) Third party vendors dispensing alcohol may not serve more than one standard serving of beer, wine, or mixed drink to an individual at a time.
- (j) The use of any alternate method of alcohol distribution (e.g., BYOB, etc.), other than third party vendor, is strictly prohibited.

7. Limited attendance

- (a) Only Butler students, alumni of the organization, or a guest of a Butler University student may attend a campus event at which alcoholic beverages are furnished.
- (b) At a limited attendance event, the guest list will be used at the door to verify the guests have been approved for attendance. Security personnel will be involved with checking the guest list and may assist the third-party vendor in checking IDs, confirming that those who receive wristbands are of legal age. Participants may only receive one wristband.
- (c) Intoxicated individuals shall not be admitted to the event. No one may bring alcohol into the event.

(d) In accordance with state law, no one under the age of 18 is admitted where alcohol is furnished.

8. Guest responsibility

- (a) By placing a guest's name on a guest list for a social event and admitting them to the social event, the individual Butler host and the student organization(s) hosting the event assume responsibility for that guest's behavior.
- (b) No guests shall be admitted after 1:30 a.m.

9. Overcrowding

- (a) When a social event becomes overcrowded, as specified by the fire code, organization members should not allow any more attendees into the facility. As attendees leave, new arrivals may be allowed into the event.

10. Monitoring an event

- (a) Food and non-alcoholic alternative beverages (excluding a water fountain and/or a soft drink machine) must be provided at all events at which alcoholic beverages are available.
- (b) The alcohol service area must be secured or defined in a manner that ensures only those persons who are 21 or over will be furnished alcoholic beverages.
- (c) The University police should be contacted immediately if assistance is needed during the event (317) 940-9999.
- (d) Under no circumstances may alcoholic beverages be sold on a per-drink basis or distributed unless a third-party vendor is employed.
- (e) It is recommended that alcohol only be furnished in a well-lit area.
- (f) There must be a minimum of four (4) sobriety monitors present at any social event involving alcohol distribution. Sobriety monitors, selected from the organization sponsoring the function, must not consume any alcohol for the duration of the event so that they may assist in the case of an emergency or any other situation necessitating their aid. Each sponsoring organization should provide at least one (1) sobriety monitor if more than one organization is participating. Sobriety monitors shall be visible and available throughout the social event to monitor access at doors, observe general behavior, and report concerns to security. Sobriety monitors and security should make periodic rounds through the social event area.

11. Security

- (a) Security officers must be hired to help monitor the event. There must be a minimum of two security officers from a company designated to provide services for these events. The University police will determine the number of security officers needed for the event; they typically use the ratio of one security officer per 100 expected attendees, although the type of event will also be considered. At the discretion of the University police or the security company, additional officers may be required for larger events. Security arrangements should be completed at least a minimum of six (6) weeks before the event.
- (b) One security officer must be stationed near the alcohol serving area.
- (c) The University police will meet and brief the hired security personnel on site no later than 15 minutes prior to the start of the function.
- (d) Security must remain at the social event until it is closed and people are dispersed.

12. Closed social events – All aforementioned policies listed through number 11 also apply. In addition, student organizations are responsible for the follow:

- (a) These events are defined as an event that is held by any student organization and designated as such on the event registration form.
- (b) A guest list should be submitted in *Butler Engage* along with the completed event registration form for any closed event.
- (c) Each sponsoring organization must submit their guest list on paper that includes the organization's name at the top. The guests' names must be in alphabetical order by last name of the student/guest.
- (d) Registration of closed social events involving alcohol should be registered a minimum of six (6) weeks in advance of the event. The online event registration process starts at My.Butler.edu. Indicate in the appropriate field that the group is seeking permission for alcohol at the event. The executive director of Student Involvement & Leadership or the director of Greek Life (for social fraternities/sororities) as appropriate will review as appropriate completed online requests. If approved, the request is forwarded to University Events to confirm the space reservation. The VPSA, or designee, will be included in the approval review process.

ALCOHOL AT OFF-CAMPUS EVENTS

Alcohol may be served at a Butler student organization event that is held off campus with a third-party vendor, in a defined alcohol area, security officers in attendance, and limited to current Butler University students and their guests.

1. Approval

- (a) Approval of off campus social events involving alcohol should must be secured from the Vice President for Student Affairs at least six (6) weeks in advance of the event. The process starts with an electronic request *Butler Engage*, and the completion of the Approval Request Form: Social Events with Alcohol (<https://butler.campuslabs.com/engage>). Student organizations will provide the time, location, number of participants and the exact nature of the event.

2. Requirements

- (a) All organizations wishing to sponsor an event must be in good standing with the University and any governing organizations. An organization is not in good standing if it is on conduct probation, has any pending sanctions, and/or has a zero or negative account balance with the Office of Student Activities.
- (b) A maximum of four organizations may co-sponsor any one single social event.
- (c) **All contracts must be reviewed and signed by the VPSA or designee.** All contracts must be submitted no less than six (6) weeks prior to the events. A certificate of insurance for the third-party vendor as well as a certificate of insurance for the site must be secured; see 7(b).
- (d) The registered University student organization advisor or approved University employee designee must be on-site the entire duration of the event.
- (e) No special mention, pictorial or otherwise, of the fact that alcohol will be present may be made when advertising such events. Advertising for an on campus social event may include the statement "Beverages Available, ID required."

3. Attendance

- (a) Only Butler University students or a guest of a Butler student may attend an off-campus event at which alcoholic beverages are furnished.
- (b) A guest list should be submitted along with the completed *Engage* form. This guest list will be used at the door to verify attendance of only expected participants. Anyone not listed on the approved guest list should not be allowed entrance into the event.
- (c) All current Butler students must show a current Butler ID to enter the event.
- (d) Butler alumni and non-Butler guests must show a picture ID and sign in on the guest sheet.
- (e) Each sponsoring organization must submit their guest list on paper that includes the organization's name at the top. The guests' names must be in alphabetical order by last name of the student/guest.
- (f) It is recommended that those who are of legal age and intending to consume alcohol show proof of age and are given a wristband at entrance. This identification does not relieve a third-party vendor from checking IDs; further proof of age may be required at the point of alcohol distribution.
- (g) Intoxicated individuals shall not be admitted to the event. No one may bring alcohol into the event. No guests shall be admitted after 1:30 a.m.
- (h) Off-campus events that are fundraisers may draw a wider audience and consequently may require some additional considerations and stipulations that will be determined during the approval process.

4. Guest responsibility

- (a) By placing a guest's name on a guest list for a social event and admitting them to the social event, the individual Butler host and the student organization(s) hosting the event assume responsibility for that guest's behavior.

5. Transportation

- (a) A transportation plan must be approved in advance of the event.
- (b) It is likely that the plan will require current Butler students to travel to an off-campus event site and return to campus on buses. Participants will be required to complete a liability waiver.

6. Timing of event

- (a) No social events with alcohol may be held on days other than Friday or Saturday. No social events shall be scheduled during reading days or during breaks. (Reading days are listed on the University calendar.)
- (b) Indoor social events may continue until 2 a.m., with security officers present and sound contained within the facility.
- (c) Timing for outdoor events must follow applicable noise ordinances.

7. Furnishing alcohol

- (a) Any social event involving the distribution and consumption of alcohol must employ a third-party vendor.
- (b) The vendor must carry General Liability insurance with a per occurrence limit of not less than \$2,000,000 combined single limit for bodily injury and property damage. The limit of \$2,000,000 can be achieved by the General Liability policy alone, or with a combination of General Liability and Umbrella coverage. If the vendor will be serving or supplying alcohol, the insurance coverage must also include Liquor Liability with a limit of no less than

- \$1,000,000 per claim. The vendor shall also provide proof of Workers Compensation coverage which includes Employer's Liability of not less than \$100,000, each accident; \$100,000, each employee by disease; and \$500,000, per policy by disease. Proof of all coverages listed above shall be in the form of a certificate of insurance showing Butler University (and other entities to be determined) as an Additional Insured under General Liability. The certificate shall be submitted no less than seven (7) days prior to the event, with carriers satisfactory to Butler University, and with an AM Best rating of A, VII or better.
- (c) Dutiful monitoring of alcohol consumption and if necessary, subsequent denial of alcohol in cases of, but not limited to: unruly behavior, apparent alcohol abuse, severe intoxication, or any other situation, left to their discretion that would indicate the need to deny individuals alcohol.
 - (d) The third party vendor assumes responsibility for confirming legal drinking age (21 years of age).
 - (e) The alcohol service area must be secured or defined in a manner that ensures only those persons who are 21 or over will be furnished alcoholic beverages. In accordance with state law, no one under the age of 18 may be admitted to areas where alcohol is furnished.
 - (f) The use of any alternate method of alcohol distribution (e.g., BYOB, etc.), other than third party vendor, is strictly prohibited.

8. Monitoring an event

- (a) Food and non-alcoholic alternative beverages (excluding a water fountain and/or a soft drink machine) must be provided at all events at which alcoholic beverages are consumed.
- (b) The appropriate security personnel and/or city police department should be contacted immediately if assistance is needed while monitoring an event.
- (c) There must be a minimum of four (4) sobriety monitors present at any social event involving alcohol distribution. Sobriety monitors, selected from the organization(s) sponsoring the function, must not consume any alcohol for the duration of the event so that they may assist in the case of an emergency or any other situation necessitating their aid. Each sponsoring organization should provide at least one (1) sobriety monitor if more than one organization is participating. Sobriety monitors shall be visible and available throughout the social event to monitor access at doors observe general behavior, and report concerns to security. Sobriety monitors and security should make periodic rounds through the social event area.

9. Security

- (a) Arrangements must be made to hire security officers to monitor the event according to the facility's and/or the third-party vendor's stipulations. Security personnel will be involved with monitoring the venue assisting with the guest list, and may assist the third-party vendor in checking IDs of people admitted to the social event. Security must remain at the social event until it is closed and people are dispersed.

The Student Organizations Social Event Guidelines are reviewed annually. Last updated: October, 2018