

## MUSKINGUM UNIVERSITY POLICY ON ALCOHOL EVENTS

**Muskingum University community members are criminally and civilly liable for violations of the state and local laws especially pertaining to the consumption and distribution of alcohol. The guidelines of this policy do not absolve any community member from compliance with state and local law.**

All alcohol events must be registered and are limited to two (2) open social events per weekend night on campus. Any alcohol event that does not adhere to the guidelines stated in this policy is subject to immediate termination. If that should happen, all alcohol will be disposed of, individuals in attendance will be required to leave the designated area, and the hosting organization will face additional sanctions.

Alcohol Event Definitions:

A **closed alcohol** event is a Social Event where alcohol is present with a predetermined guest list created by the organization(s) hosting the event. Only those individuals listed on the guest list (which must be submitted to the Associate Dean of Student or his/her designee a week prior to the event date) will be allowed to attend. The guest list must not exceed more than 3 times the number of members of the hosting organization(s), including the members of the hosting organization.

An **open alcohol** event is a Social Event where alcohol is present without a limited guest list.

Guidelines for Hosting Alcohol Events

- a. No events with alcohol may take place Sunday through Thursday. No events with alcohol will be held from the last day of classes of a semester until the first day of classes for the following full semester. No events with alcohol will begin before 7 p.m., extend past 2 a.m., or last longer than 4 hours.]
- b. In an effort to encourage healthy and responsible alcohol consumption, guests will be limited to one drink per hour of the event. For example, at a four hour event, each guest will only be permitted a total of four beers.
- c. No alcohol events will be held during certain weekends, such as Board of Trustee Weekend, Homecoming, Parents' Weekend, Orientation, Muskiepalooza, Bid Day or Big Concert weekend or other all-campus functions as determined by the Dean of Students or his or her designee.
- d. There may only be two (2) open alcohol events on campus per weekend night. If an organization chooses to host an open event where alcohol will be present, that organization must host an approved open event without alcohol before another event with alcohol will be approved.
- e. All alcohol events must be registered and approved through the Alcohol Event Planning form on Orgsync by 5:00pm the Wednesday, one and a half weeks prior to the event date. (If the hosting organization provides the alcohol, the State of Ohio requires an F-Permit which must be requested from the state a minimum of 30 days prior to the

event.) Organizations wishing to host registered alcohol events must meet with the Dean of Students or his/her designee. At that meeting the students must present for review a specific plan for the service of alcohol, a list of individuals who will coordinate and be responsible for the event (TIPS Servers, dry guys, etc.), as well as any guest list.

- f. An organization hosting a party where alcohol will be served must have the proper F-permits verified with the Student Life Office and must be present at the event. It is required that organizations must apply for F-Permits from the state of Ohio a minimum of 30 days before their event. An organization having an open event where alcohol will be served may possess a maximum of two kegs or equivalent for the entirety of the event; if it is a closed event where alcohol is being served, a maximum of one keg or equivalent will be permitted (however, service of alcohol must strictly comply with the alcohol consumption limit listed above for an individual of age).
- g. Non-alcoholic drinks other than water must be provided as an alternative beverage throughout the event. Substantial food in sufficient quantity for the numbers present will be provided during the entire time of the scheduled event (e.g. finger sandwiches/subs, cheeses, vegetables, brownies, cookies, pizza, fruits and dips, not merely popcorn or pretzels). Both the non-alcoholic beverages and food must be invitingly laid out and maintained throughout the event.
- h. A bar area must be set-up at all alcohol events so the alcohol is served in a designated location. At a BYOB event, students must turn over their alcohol at the door where it will be conveyed by a TIPS server to the bar and distributed from there only to the owner. Only one beverage at a time will be distributed by the TIPS server to an individual.
- i. All alcohol events must have bartenders selected, trained and approved by the University as certified TIPS servers or an approved third party vendor. A minimum of six trained TIPS servers must be provided by the event sponsoring organization to dispense any alcohol and monitor admission policy compliance at these events. The TIPS servers must not have consumed alcohol for the entirety of the day of the event. The aforementioned minimums may be adjusted at the discretion of the Dean of Students based upon the designated area for service of alcohol.
- j. All individuals attending an alcohol event must enter at the sole access door of the event. All individuals must provide a valid state ID and Muskingum University ID upon entrance to the event.
- k. All individuals who are of legal age to consume alcohol will be provided and must be identified through a wrist band securely affixed around their wrist so it cannot be slipped off the arm. These bands will be provided to the sponsoring organization by the Student Life Office. Anyone consuming alcohol and not wearing a wristband is to be escorted out of the event and reported to Student Life Office personnel for violation of the Alcohol Policy. Any individual misbanding or allowing someone to circumvent this process will be charged with a violation of the Code of Student Conduct. The failure of event hosts to support this process through appropriate staffing and control of guests

will result in the event being cancelled and possible review and rescinding of future privileges.

- l. Students will not be permitted to claim more than one container of alcohol from the host at a given time and will be found responsible for violation of the Alcohol Policy if in possession of more than one container after entrance to an event.
- m. No alcohol will be consumed at or about the entrance of the event and the entrance to the event will be established such that the flow of individuals entering and exiting the venue can be reasonably managed.
- n. No person under the age of 18 is allowed at an event where alcohol is present, unless he or she is a full-time Muskingum University student.
- o. Any and all kegs or alcohol containers (whether tapped, opened or not) must be drained at the conclusion of the event and removed from the property/returned to the proper vendor within a period of 3 calendar days from the event.
- p. Assure clean-up of area in which event was conducted (including lawns, porches, parking lots) immediately following conclusion of event.