

# EVENTS WITH ALCOHOL PROCEDURES FOR SPONSORED REGISTERED STUDENT ORGANIZATIONS

Dean of Students Office, Illinois State University

All sponsored registered student organizations MUST register social events involving alcohol with the Dean of Students Office. The registration form will be shared with the RSO advisor and sponsoring campus department.

## General Information

- Organizations will abide by federal and state law, local ordinances, University policies, and umbrella/national/international organization requirements (if applicable) to host an event with alcohol.
- The Code of Student Conduct is in effect for all student organization events regardless of event location.
- Sponsored RSOs, through the sponsoring department, must follow University policy and procedures to host an event with alcohol (<https://policy.illinoisstate.edu/health-safety/5-1-20.shtml>).
  - The sponsoring department is responsible for approving the event, ensuring the RSO is following the risk management requirements included in these procedures, and the collection and retention of all documentation related to the event.
- RSOs may not host events with alcohol in University controlled buildings. If an RSO is interested in hosting an event with alcohol for their alumni on campus, they must work with Alumni Engagement in coordinating the event. The Office of Alumni Engagement will seek appropriate approval for the event.
- RSO events with alcohol registration form and required supporting documentation will be submitted through Redbird Life.
- The Dean of Students Office retains final authority for determining whether an event should be registered.

## Definition of an Event with Alcohol (requires registration)

An event with alcohol is defined as any social/recognition event, program, or activity that involves the consumption of alcohol by attendees and includes **any** of the following elements:

- The event is communicated verbally, electronically, or by other means in advance of the event and invites members, non-members, and/or alumni to the event.
- The event includes live, televised, and/or recorded entertainment.
- Tickets are sold for the event.
- Prepayments or reservations are made for the event.
- Space is reserved (on or off campus) for the event.

Examples of events involving alcohol that must be registered include but are not limited to:

- Tailgates
- Parties, formals, and semi-formals
- Fundraisers
- Activities that highlight organizational achievements/anniversaries and/or the achievement of individual members for accomplishments within their organizational roles.

This definition is not intended to eliminate spontaneous, informal social activities involving alcohol that do not evolve into social events. However, members of registered student organizations must be aware when the activity crosses the threshold into an event that should have been registered, they must either:

- 1) Register the event;
- 2) Take steps to prevent the event from taking place if registration cannot occur; or
- 3) Shut down the event if it is already in progress.

Event registration is required if any of these conditions exist:

- The event is being held on property belonging to or being leased or rented by the registered student organization and/or individual members of the organization.
- The event has been planned through organizational meeting time, by officers of the organization acting in their role, and/or by communicating the event via calendar, email, social media, text messages, or any other means.
- Organizational funds are being used to pay costs associated with the event.
- The event is held in proximity (time and/or space) to an organizational event.
- Another organization (registered or unregistered, not just individual members) are invited to attend.
- An impartial third party could perceive the event as a planned organizational event.

## Types of Events

- **Third Party Venues/Vendors** are events held at hotels, restaurants, bars, etc. where the alcohol is supplied by the venue or vendor.
- **Tailgates** are BYO events at ISU home football games. ISU Athletic Department procedures must be followed: [http://goredbirds.com/sports/2014/4/10/GEN\\_tailgating.aspx?path=general](http://goredbirds.com/sports/2014/4/10/GEN_tailgating.aspx?path=general).
- **Bar/House Crawls** are prohibited due to the extremely high-risk nature of these types of events.

## RSO Requirements for Conducting Events Involving Alcohol

- A. The student organization must be in good disciplinary standing (both at the time of registration and at the time of the event) as defined by the Dean of Students Office.
  - a. Student organizations on substance restrictions, disciplinary probation, or restrictive disciplinary probation cannot host an event with alcohol.
  - b. A student organization currently under investigation or has received a Code of Student Conduct violation charge by Student Conduct and Community Responsibilities cannot host an event with alcohol.
- B. The organization must be in good standing with their umbrella/national/international organization (if applicable).
  - a. A student organization that has received an allegation of charges and/or sanction charges from their umbrella/ national/ international organization, cannot host an event with alcohol.
- C. The organization must be in compliance with organizational registration requirements (both at the time of registration and at the time of the event) as defined by the Dean of Students Office.

## Specific Requirements for Sponsored RSOs

1. Sponsored RSO events with alcohol are limited to third-party venues and tailgates at the ISU campus.
2. The RSO advisor or faculty/staff representative of the sponsoring department must be present for the entire event.

3. A valid certificate of insurance from the concession operator, vendor, or caterer must be submitted to University Risk Management for review prior to the signing of the event contract.
4. Common transportation, such as a bus, must be provided if the venue is not within walking distance of campus.

## **Procedures for Conducting Events Involving Alcohol**

1. Discuss the event with the RSO advisor and/or department leadership to determine if serving alcohol at the event is appropriate.
2. Register the event with the umbrella/national/international organization associated with the RSO (if applicable).
3. Register the event with the Dean of Students Office on Redbird Life.
4. Follow University policy and the Dean of Students Office procedures with the RSO advisor (if sponsored RSO).
5. An optional meeting with a Dean of Students Office staff member to discuss risk management plans prior to the event is encouraged.

## **Required Risk Management Procedures**

### **Third-Party Venue/Vendor**

1. The RSO advisor or faculty/staff representative of the sponsoring department must be present for the entire event.
2. A valid certificate of insurance from the concession operator, vendor, or caterer must be submitted to University Risk Management for review prior to the signing of the event contract.
3. Common transportation, such as a bus, must be provided if the venue is not within walking distance of campus.
4. Alcohol will be limited to beer and wine. No mixed drinks, shots, or straight alcoholic beverages should be served.
5. Provide non-alcoholic beverages and food suitable for individual servings.
  - a. Commercially packaged individual water bottles should always be available.
  - b. Pizza, sandwiches, and other substantial handheld food should be served.
6. Attendance/guest list must be submitted to the RSO advisor no later than two business days prior to the event.
  - a. List will include members and their guests.
  - b. Identify age of all who plan to attend.
  - c. Limit the number of guests to a maximum of two per member. If the event is designed to attract alumni, such as a leadership or recognition reception/ceremony, the sponsoring department may alter the member to guest ratio.
  - d. Members must check-in their guest(s) at the entrance.
7. Drinking games and activities that encourage quick consumption such as funnels, beer pong, quarters, dice, etc. are prohibited.
8. The organization will supply non-drinking sober monitors (members who will not consume alcohol prior to or at the event). Suggested responsibilities include, but are not limited to:
  - a. Two representatives to serve as emergency contacts at the event – can serve in other sober monitor roles.
  - b. Two sober monitors to stay at the entrance and check-in attendees.
  - c. One sober monitor per 15 attendees to roam the event.
  - d. Clearly defined roles and procedures for sober monitors to follow if there are issues.

- i. Ensure no illegal or controlled substances are consumed, distributed, or sold at the event.
- ii. Ensure drinking games and activities designed for quick consumption are not taking place.
- iii. Ensure a quiet and orderly dispersal of attendees from the event so as not to create disturbances.

### **Tailgate (BYO)**

1. Follow all procedures outlined by ISU Athletics:  
[https://goredbirds.com/sports/2014/4/10/GEN\\_tailgating.aspx?path=general](https://goredbirds.com/sports/2014/4/10/GEN_tailgating.aspx?path=general)
2. The RSO advisor or faculty/staff representative of the sponsoring department must be present for the entire event.
3. Limit alcohol brought to the event by an individual to commercially packaged, individual servings under the following guidelines:
  - a. One (1) four or six-pack of beer/hard cider/hard lemonade/malt beverage/hard iced tea/seltzer/wine cooler 15% or less alcohol by volume
  - b. One (1) 750ml bottle of wine 15% or less alcohol by volume
4. No hard alcohol, mixed drinks on site, or home-prepared mixed drinks.
5. No kegs, party balls, open-source containers, borgs, or jello shots.
6. Provide non-alcoholic beverages and food suitable for individual servings.
  - a. Commercially packaged individual water bottles should always be available.
  - b. Pizza, sandwiches, and other substantial handheld food should be served.
7. Attendance/guest list to be submitted to the RSO advisor no later than two business days prior to the event.
  - a. List will include members and their guests.
  - b. Identify age of all who plan to attend.
  - c. Limit the number of guests to a maximum of two per member.
  - d. Members must check-in their guest(s) at the tailgate.
  - e. All attendees aged 21 and older can bring alcohol and receive a wristband.
  - f. Attendees under the age of 21 who try to bring alcohol should be turned away – the RSO should NOT confiscate the alcohol.
8. Drinking games and activities that encourage quick consumption such as funnels, beer pong, quarters, dice, etc. should not take place.
9. The organization will supply non-drinking sober monitors (members who will not consume alcohol prior to or at the event).
  - a. Two representatives to serve as emergency contacts at the event – can serve in other sober monitor roles.
  - b. Two sober monitors responsible for checking-in attendees.
  - c. One sober monitor per 15 attendees to roam the event.
  - d. Clearly defined responsibilities and procedures for sober monitors to follow if there are issues. Suggested responsibilities include but are not limited to:
    - i. Ensure access to alcohol is limited to those 21 years of age and older.
    - ii. Ensure alcohol is not consumed by attendees who appear to be intoxicated.
    - iii. Ensure no illegal or controlled substances are consumed, distributed, or sold at the event.
    - iv. Ensure drinking games and activities designed for quick consumption are not taking place.

- v. Ensure members and guests utilize a third-party designated driver or have others to walk with.
- vi. Ensure a quiet and orderly dispersal of attendees from the event so as not to create disturbances for those residing nearby.

## Timeline

### Department Sponsored RSOs

\*If a University department is paying for the event, the event will be considered a University Department event, not an RSO event.

\*The sponsoring department is responsible for approving the event, ensuring the RSO is following the risk management requirements included in these procedures, and the collection and retention of all documentation related to the event.

Prior to signing venue contract	<ul style="list-style-type: none"> <li>• Submit certificate of insurance to Office of Risk Management</li> </ul>
4 weeks prior to event	<ul style="list-style-type: none"> <li>• Complete the <a href="#">online module</a></li> <li>• Submit registration form in Redbird Life</li> <li>• Form forwarded to RSO advisor and Office of Risk Management</li> </ul>
2 weeks prior to the event	<ul style="list-style-type: none"> <li>• OPTIONAL: meet with a Student Activities staff member to discuss risk management plans</li> <li>• Meet with RSO advisor and/or department leadership to discuss risk management plans</li> </ul>
1 business day prior to the event	<ul style="list-style-type: none"> <li>• Submit guest list to RSO advisor/department leadership</li> </ul>

## Adaptation of Procedures

The sponsoring department implementing the procedures and/or the Office of Risk Management reserves the right to apply additional risk management strategies on a per event basis.

## Violations of Event Registration and Requirements

Any failure to abide by event registration procedures may result in a referral for the RSO and/or individual members to the student conduct process if University violations are alleged to have taken place.

## Contact Information

Fraternities and sororities who are members of NPHC, CPC, IFC and UGC:  
 Office of Sorority and Fraternity Life  
[SororityFraternityLife@ilstu.edu](mailto:SororityFraternityLife@ilstu.edu)

All other student organizations:  
 Student Activities  
[StudentOrganizations@ilstu.edu](mailto:StudentOrganizations@ilstu.edu)