

EVENTS WITH ALCOHOL PROCEDURES FOR REGISTERED STUDENT ORGANIZATIONS

Dean of Students Office, Illinois State University

All registered student organizations, including recognized fraternities and sororities and sport clubs, MUST register social events involving alcohol with the Dean of Students Office.

Please note: RSOs may not host events with alcohol in campus 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.

Definition of an Event Involving Alcohol (requires registration)

For the purpose of these procedures, an event involving alcohol, whether the alcohol is provided by a third party vendor or brought by attendees (“bring your own”, or “BYO” or through any other means) is defined as any social event, program, or activity that involves the use of alcohol 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 and/or Exchanges
- Formals and Semi-Formals
- Barn Dances
- Fund Raisers
- 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.
- If the organization is smaller than 20 members, 50% or more of the organization will be present.

- If the organization is 20 members or larger, 25% or more of the organization will be present.
- The event is taking place 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 construe the event as a planned organizational event.

If you are unsure, it is always best to inquire ahead of time to avoid violations of these procedures. The Dean of Students Office retains final authority for determining whether an event should be registered.

Types of Events

Bring Your Own (BYO)

- BYO events are limited to tailgates and events held at houses or apartments owned, leased, or otherwise controlled by the hosting organization or their individual members.
- Alcohol is limited one six pack of twelve-ounce beers or one 750 ml bottle of wine or one four/six pack of wine coolers per guest. This is an individual maximum and not intended to serve as an average for all present. The organization cannot supply alcohol for the BYO event.
- Kegs, cases, party balls, open source containers, and other high-volume containers of alcohol are prohibited at BYO events.
- Events must include non-alcoholic beverage alternatives and food suitable for individual servings.
 - The total spent on non-alcoholic beverages and pre-prepared food must be at least \$3.00 per guest.
 - SNAP cards/food stamps may not be utilized for food purchases per state/federal policies with these benefits.
 - Groups choosing to prepare their own food must do so in accordance with laws and ordinances established by the State of Illinois, McLean County, and the Town of Normal, or other appropriate jurisdiction.
- Organizations hosting events at houses or apartments within the town of Normal/city of Bloomington must ensure guests utilize non-alcohol consuming designated drivers. This could be offered through a third-party such as taxi or other driving service.

Third party venues/alcohol vendors

- Vendor must be properly licensed by the appropriate local and state authority. This may include both a liquor license and a temporary license to sell on the premises of where the event will be held.
- Vendor must have insurance:
 - Commercial general liability - minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate
 - Liquor liability - \$1,000,000 per occurrence
 - Worker's compensation – statutory
 - Employer's liability (not required of sole proprietors) - \$500,000
- If venue and alcohol vendor are separate entities, venue must be properly insured with a commercial general liability minimum of \$1,000,000 per occurrence of coverage.
- Individual provided by vendor to serve, sell, dispense, or otherwise provide alcohol at the event shall:
 - Have current alcohol server training certification by a program nationally recognized in the field (TIPS or BASSET)

- b. Be over the age of twenty-one (21)
 - c. Not be a member of any sponsoring organization
- E. Vendor will collect payments for alcohol sales at the event. Sales will be conducted on a per drink basis.
 - a. Running of tabs is prohibited.
 - b. Open bars and free drinks are not permitted.
- F. Vendor is responsible for checking identification of attendees upon entry and designating those twenty-one (21) years and older. Wristbands are recommended.
- G. Vendor will not serve alcohol to attendees who appear to be intoxicated.
- H. Vendor shall retain control of all alcohol containers present.
- I. Vendor will collect and remove all alcohol from the premises at the conclusion of the event – no excess alcohol, either opened or unopened, is to be given, sold, or furnished to the organization or attendees.
- J. Vendor will track sales of individual types of alcohol and provide receipt or list of sales to organization at the conclusion of the event or on final invoice.

Tailgate

- A. For tailgates, only those on the guest list should be consuming alcohol in the RSO tailgate spot.
- B. Tailgates must also follow procedures outlined by ISU Athletics - http://goredbirds.com/sports/2014/4/10/GEN_tailgating.aspx?path=general.
- C. Alcohol is limited one six pack of twelve-ounce beers or one 750 ml bottle of wine or one four/six pack of wine coolers per guest. This is an individual maximum and not intended to serve as an average for all present. The organization cannot supply alcohol for the tailgate.
- D. Tailgates must include non-alcoholic beverage alternatives and food suitable for individual servings.
 - a. The total spent on non-alcoholic beverages and pre-prepared food must be at least \$3.00 per guest.
 - b. SNAP cards/food stamps may not be utilized for food purchases per state/federal policies with these benefits.
 - c. Groups choosing to prepare their own food must do so in accordance with laws and ordinances established by the State of Illinois, McLean County, and the Town of Normal, or other appropriate jurisdiction.

Bar crawls

Due to the extremely high-risk nature of bar crawls, they are prohibited.

Requirements for Conducting Events Involving Alcohol

Training

- A. Organization leadership (president and officer with risk management/social responsibilities) must complete training at least once while serving in their leadership position.
 - 1. Social fraternities and sororities (members of BGLC, UGC, IFC and CPC) will participate in training conducted by the Fraternity & Sorority Life unit of the Dean of Students Office.
 - 2. Sport Clubs will participate in training conducted by Campus Recreation.
 - 3. All other RSOs will meet individually with the Assistant Dean of Student Activities & Involvement or designee.

Organization Standing

- A. The 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. To be in good standing, organizations are not on substance restriction, restrictive disciplinary probation, or suspension. If the organization is under investigation or has received a Code of Student Conduct violation charge by Student Conduct & Conflict Resolution or their inter/national organization (if applicable), the event may be denied.
- B. If the organization has received an allegation of charges and/or sanction charges from their umbrella, local, national, or international organization, the event may be denied.
- 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.

Organization Responsibilities

- A. Organizations will enact procedures to ensure that alcohol is consumed only by those who are twenty-one years of age or older. At BYO and tailgate events, this responsibility is shared by both the organization and the person bringing the alcohol. If requested, the Dean of Students Office will provide wristbands to the organization for those who are eligible to consume alcohol.
- B. Organizations will enact procedures to ensure that alcohol is not consumed by people who appear to be intoxicated.
- C. Organizations will enact procedures to ensure that no illegal or controlled substances are consumed, distributed or sold at the event.
- D. Organizations will enact procedures to ensure the quiet and orderly dispersal of people from the event in such a manner as not to create disturbances for those residing near the location of the event.
- E. Organizations will abide by federal and state law, local ordinances, and umbrella, national and international organization requirements, as well as all University policies, including but not limited to the Code of Student Conduct. Be aware that external requirements (such as local ordinances) may exceed University requirements.
- F. Social fraternity and sorority (members of BGLC, CPC, IFC, and UGC) president or officer with risk management responsibilities must meet with the Assistant Dean for Fraternity and Sorority Life prior to the event.

Event Requirements

- A. Alcohol must be provided by a licensed third-party vendor or the event must be “bring your own” (BYO). Alcohol cannot be supplied by the organization.
- B. Organizations will provide members to serve as non-alcohol consuming sober monitors at each event to monitor the safety and well-being of members and guests. These monitors cannot consume alcohol prior to or at the event.
 - a. A minimum one (1) monitor per fifteen (15) people on the guest list.
 - b. At least 2 monitors must hold a leadership position of the organization and be identified on the sober monitor list.
 - c. If the event is co-hosted, both organizations must supply sober monitors.
- C. External security may be employed by a hosting organization for the event with the exception of tailgates. Security does not replace the requirement to provide sober monitors. Security must be fully licensed and insured:
 - a. Commercial general liability - minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate
 - b. Worker’s compensation – statutory

- c. Employer's liability (not required of sole proprietors) - \$500,000
- D. All events must include non-alcoholic beverage alternatives and food suitable for individual servings.
 - a. The total spent on non-alcoholic beverages and pre-prepared food must be at least \$3.00 per guest.
 - b. SNAP cards/food stamps may not be utilized for food purchases per state/federal policies with these benefits.
 - c. Groups choosing to prepare their own food must do so in accordance with laws and ordinances established by the State of Illinois, McLean County, and the Town of Normal, or other appropriate jurisdiction.
- E. Organizations hosting events at third party venues must provide common transportation (bus, shuttle, etc.) to and from the event location for all attendees.
 - a. The presence of alcohol is prohibited in any vehicle providing transportation.
 - b. The transportation company must be licensed and insured:
 - i. Commercial general liability - minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate
 - ii. Worker's compensation – statutory
 - iii. Employer's liability (not required of sole proprietors) - \$500,000
 - c. If the third-party site is located in Uptown Normal, the sponsoring organization must make arrangements for a common meeting location from which the attendees can walk as a group.

Restrictions

- A. Alcohol is restricted to beer, wine, and wine coolers and other beverages where the alcohol percent by volume is below 10%. Hard liquor (spirits) and mixed drinks are prohibited.
- B. Alcohol is prohibited at any event associated with new member activities.
- C. Alcohol may not be paid for through financial accounts affiliated with Illinois State University.
- D. Drinking games and activities are prohibited. Such activities include but are not limited to: funnels, beer pong, quarters, drinks equated to age or words spoken, etc.
- E. Kegs, cases, party balls, open source containers, and other high-volume containers of alcohol are prohibited at BYO events.

Registration of Events with Alcohol

Process

Minimum of four (4) weeks prior to the event:

- A. Organization president, event coordinator, and officer with risk management responsibilities must attend training if not already on file for attendance.

Minimum of two (2) weeks prior to event:

- A. Organization must submit the RSO Events with Alcohol Registration Form
- B. Third-party alcohol vendors must submit the Third-Party Agreement: Registered Student Organization Events with Alcohol form. **Third-party vendor insurance and alcohol license must be submitted with the agreement.**
 1. A copy of the agreement will be sent to the RSO contact to verify event date.
 2. Preliminary event approval will be granted by the Dean of Students Office upon successful completion of both the RSO registration form and third-party agreement. This preliminary approval only verifies the appropriate forms have been received. The RSO will need to submit additional supporting documentation. The final event approval will be sent to the RSO only.

Minimum of five (5) days prior to event:

- A. Submit third-party transportation contract
- B. Submit non-alcohol consuming sober monitor list
 - a. Name
 - b. Email
 - c. Cell phone
 - d. Title of leadership position (if applicable)
- C. Social fraternity and sorority (members of BGLC, CPC, IFC, and UGC) president or officer with risk management responsibilities must meet with the Assistant Dean for Fraternity and Sorority Life prior to the event.

No later than 24 hours prior to event:

- A. Submit guest list via email - entrance to any social event involving alcohol shall be limited to the guest list, once approved by the Dean of Students Office. **No changes can be made after this point in time.** Guest list shall include the following information:
 - a. First name, last name
 - b. Indicator of 21 years or older
 - c. Individuals relationship to the organization, i.e. member, alum, guest of member
 - i. If event is co-hosted, indicate to which organization attendee is affiliated
 - d. Social fraternities and sororities must include chapter affiliation of guests (if applicable)

Within five (5) days following the event:

- A. Submit dated receipts for alcohol, food, and non-alcoholic beverages to the Dean of Students Office.
- B. RSO may not host another event with alcohol until event has been closed in writing by the Dean of Students Office.

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.

6 weeks prior to event	<ul style="list-style-type: none">• Schedule meeting with Assistant Dean of Student Activities & Involvement
4 weeks prior to event	<ul style="list-style-type: none">• Meet with the Assistant Dean of Student Activities & Involvement for training
2 weeks prior to event	<ul style="list-style-type: none">• Submit registration form• Verify vendor submitted completed third-party agreement, insurance, and licenses• Review of form by Assistant Dean of Student Activities & Involvement• Form forwarded to Office of Risk Management for Review
5 days prior to event	<ul style="list-style-type: none">• Submit third-party transportation agreement and sober monitor list
24 hours prior to event	<ul style="list-style-type: none">• Submit guest list

	<ul style="list-style-type: none"> • Pick up wristbands from the Dean of Students Office (if requested in advance)
5 days following the event	<ul style="list-style-type: none"> • Submit dated receipts for alcohol, food and non-alcoholic beverages to the Dean of Students Office

Social Fraternities & Sororities RSOs

** Chapters that are members of BGLC, CPC, IFC, UGC

When scheduled	<ul style="list-style-type: none"> • Attend events with alcohol training
2 weeks prior to event	<ul style="list-style-type: none"> • Submit registration form • Verify vendor to submitted third-party agreement, insurance, and licenses • Review of form by Assistant Dean for Fraternity & Sorority Life
5 days prior to event	<ul style="list-style-type: none"> • Submit third-party transportation agreement and sober monitor list • President or officer with risk management responsibilities must meet with the Assistant Dean for Fraternity and Sorority Life prior to the event.
24 hours prior to event	<ul style="list-style-type: none"> • Submit guest list • Pick up wristbands from the Dean of Students Office (if requested in advance)
5 days following the event	<ul style="list-style-type: none"> • Submit dated receipts for alcohol, food and non-alcoholic beverages to the Dean of Students Office

Independent RSOs

6 weeks prior to event	<ul style="list-style-type: none"> • Schedule meeting with Assistant Dean of Student Activities & Involvement
4 weeks prior to event	<ul style="list-style-type: none"> • Meet with the Assistant Dean of Student Activities & Involvement for training
2 weeks prior to event	<ul style="list-style-type: none"> • Submit registration form • Verify vendor submitted third-party agreement, insurance, and licenses • Review of form by Assistant Dean of Student Activities & Involvement
5 days prior to event	<ul style="list-style-type: none"> • Submit third-party transportation agreement and sober monitor list
24 hours prior to event	<ul style="list-style-type: none"> • Submit guest list • Pick up wristbands from the Dean of Students Office (if requested in advance)
5 days following the event	<ul style="list-style-type: none"> • Submit dated receipts for alcohol, food and non-alcoholic beverages to the Dean of Students Office

Adaptation of Procedures

The Dean of Students Office staff member implementing the procedures 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 will result in a denial of the request and 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.

Any failure to abide by conditions for hosting events may result in the denial of future requests for up to one full semester and 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 BGLC, CPC, IFC and UGC:

Office of Fraternity & Sorority Life

fraternitysororitylife@ilstu.edu

All other student organizations:

Student Activities & Involvement

studentorganizations@ilstu.edu

Review and Revision

These procedures shall be subject to annual review by the Dean of Students or their designee, with changes subject to approval by the Vice President for Student Affairs.