

# Southwestern University Alcohol Event Request Form

This form must be submitted to the Director of Student Activities five business days prior to the event. Please submit one form per event. Organizations are limited to one event per Monday-Sunday week.

## General Event Information

Today's Date: \_\_\_\_\_ Sponsoring Organization: \_\_\_\_\_

Name of Event/Theme: \_\_\_\_\_ Event Date: \_\_\_\_\_

Time Beginning: \_\_\_\_\_ Time Ending: \_\_\_\_\_

Member in charge \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Sober Monitors (minimum of 3 required) \_\_\_\_\_

Location of Event: \_\_\_\_\_ Venue Capacity: \_\_\_\_\_

Expected Attendance\*: \_\_\_\_\_ \*Note: Events larger than 150 people will be classified as an "Larger Event" below.

## Type of Alcohol Event (Choose one of the following)

☐ Closed Event — organization members only

☐ Smaller Event — organization members and guests (Pre-determined guest list submitted 24 hours in advance)

☐ Larger Event — organization members and guests totaling more than 150 people \*

\*(Pre-determined guest list submitted 24 hours in advance, completion of Larger Event Management Form [page 3 of this Form], a pre and post event meeting, and approved security)

## Publicity (No publicity or invitations to the event may publicize the availability of alcoholic beverages)

How is this event being publicized?

☐ Facebook ☐ Twitter ☐ Flyers ☐ Email ☐ T-shirts ☐ Text/Voicemail ☐ Banners/Billboards ☐ Word of Mouth

Note: The use of social media to publicize an event should be done using direct or private messaging only.

## Risk Management

(Hard liquor, kegs, trash can punch, frozen alcoholic beverage service machines, or any other common container of alcohol is prohibited.)

Alcohol can only be served by certified individuals. What type of training have your servers completed?

☐ TABC Certified Bartender ☐ TIPS for the University ☐ Servers provided by third party vendor

•Alcohol to be served in original containers (e.g. single serving can) → **NO RED CUPS** ☐ Yes ☐ No

•Consumption of alcoholic beverages will be limited to designated public areas ☐ Yes ☐ No

•Our organization understands that public intoxication is prohibited ☐ Yes ☐ No

•Our organization understands that we cannot sell alcohol at any event ☐ Yes ☐ No

•Our organization understands that we cannot provide alcohol to minors ☐ Yes ☐ No

•Our organization understands that we cannot sell tickets/charge a fee for our event ☐ Yes ☐ No

How will the verification of legal drinking age be accomplished? \_\_\_\_\_

How will those of legal drinking age be identified? \_\_\_\_\_

What other food/drink will be provided during the event? \_\_\_\_\_

## Alcohol Event – Applicable SU Policies and Guidelines

**Alcohol Policy:** Southwestern University expects students to know and observe all state and local laws pertaining to the possession and use of alcoholic beverages, as well as the Alcohol Policy as outlined on page 43 of the Student Handbook (and page 30 of the online version - <https://www.southwestern.edu/life-at-southwestern/student-handbook/>)

**Damages & Cleaning:** We understand and accept responsibility for the cleaning of the facility and surrounding property immediately after the event, as well as the payment for repairs of any damages that may occur. All cleaning must be completed by **12:00noon on the day following the event**. Our organization will be billed for the cost of additional cleaning and repair for any damages.

**Adherence to fire code:** All events must limit attendance to the number of occupants specified for the facility hosting the event. Guests appearing on a pre-determined guest list, submitted 24 hours in advance, may bring another student (or +1) to the event, however, these additional students must be accounted for and added to the post-event guest list. Additionally, no temporary fencing, tarps, or other structures (e.g. plywood) may be used to envelop exterior spaces or increase the size of a facility used to host organization events.

**Quiet Hours:** Quiet hours should be acknowledged at 12 midnight on weeknights and 2am on weekends (Friday and Saturday).

**Good Samaritan Policy:** Southwestern University encourages students to seek medical attention during an alcohol or drug-related emergency. The Southwestern University Good Samaritan Policy offers **amnesty from university sanctions** for 1) intoxicated individuals (2) individuals and organizations that assist an intoxicated individual in need of help. In a medical emergency the only consideration should be for the health and safety of those at risk. For the entire policy, please see page 46 of the Student Handbook (and page 32 of the online version - <https://www.southwestern.edu/life-at-southwestern/student-handbook/>)

**National Organizations Policy:** Southwestern University expects all nationally affiliated organizations to follow these alcohol event policies, as well as those established by their national organization for risk management.

**Risk Management Policy:** By signing this form, our organization is accepting responsibility for the activity and conduct of all participants, including guests. Violations could result in the event being terminated and/or disciplinary action against the organization or individuals.

**Recent Organization History:** All policies and procedures related to alcohol event requests can be modified based on an organization's recent history. If an organization has recently been found in violation of University Policy, or is under a current sanction, additional requirements may be added in order to gain approval of the request.

**Student Sexual Misconduct Policy and Student Organizations:** A student organization may be held responsible for sexual misconduct when alcohol or other drugs made available or were knowingly allowed by the organization during an organization-related event were a factor in a violation, and that organization did not take reasonable precautions to ensure the safety of the members and their guests. For more information about this important topic, please refer to entire policy on page 72 of the Student Handbook (and page 45 of the online version - <https://www.southwestern.edu/life-at-southwestern/student-handbook/>)

**We have read the above statements and agree to be responsible for this event and adherence to these guidelines. At least one of the officers signing below will be present throughout the entire event to support the certified servers and sober monitors, who are also specified on this form.**

\_\_\_\_\_  
Signature of Organization President responsible for the event

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of additional Organization Officer in charge of event

\_\_\_\_\_  
Print Name

### List Certified Servers / Certification Held

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Note: A minimum of two are required for all events.  
Three or more are required for larger events.**

### For Office Use Only

**Date Reviewed:** \_\_\_\_\_

**Approved:** ☐ Yes ☐ No

**Security Required:** ☐ Yes ☐ No

**Pre/Post Meetings:** ☐ Yes ☐ No

**Guest List (24 hrs before):** ☐ Yes ☐ No

**Wristband Color:** \_\_\_\_\_

\_\_\_\_\_  
**Signature: Director of Student Activities**

**CC:** ☐ SUPD ☐ Org. Advisor ☐ Dean of Students

## \*Larger Event Management Form

- Have you hired outside security for the event? (If yes, complete Section A) ☐ Yes ☐ No
- There will be only one accessible entrance to the event ☐ Yes ☐ No
- Other entries will be secured for entry but available for exit ☐ Yes ☐ No
- Sober monitors will maintain the entrance at all times (List at least 3 on page 1) ☐ Yes ☐ No
- Fire code will be enforced regarding capacity ☐ Yes ☐ No
- We understand that a guest list must be submitted 24 hours before the event ☐ Yes ☐ No

### A. Larger Event Security

\*\*\*\*\*Important Note: The Security Company must be from list provided by SUPD. You can view the current approved security list online at - <https://www.southwestern.edu/life-at-southwestern/student-activities/organizations/guidelines-for-serving-alcohol/>

1. Name & Phone # of Security Company \_\_\_\_\_

2. Contact Information During the Event (officer name/cell #) \_\_\_\_\_

- Our sober monitors will check the ID of all entering guests to determine age ☐ Yes ☐ No
- Our sober monitors will place a wristband on those of legal drinking age ☐ Yes ☐ No
- Our sober monitors will deny entrance to anyone who appears visibly intoxicated and will contact SUPD at (512)863-1944 for assistance if necessary ☐ Yes ☐ No

-----

- Security will attend an event briefing with SUPD in the Fieldhouse (1005 Maple Street – see SUPD phone # above). This briefing will begin 15 minutes before the start of the event ☐ Yes ☐ No

- Security will oversee the guest list and ensure all attendees sign the list ☐ Yes ☐ No

- Security will confirm that attendees either have a Southwestern ID or are invited guests of the organization ☐ Yes ☐ No

-----

(If you answered "No" to any of the above questions please answer the following:)

How will the verification of legal drinking age be accomplished? \_\_\_\_\_

How will those of legal drinking age be identified? \_\_\_\_\_

How will the guest list be managed during the event? \_\_\_\_\_

How will your organization handle someone who is visibly intoxicated that tries to enter this event? \_\_\_\_\_

How will you verify that all attendees are Southwestern community members or invited guests? \_\_\_\_\_