ORGANIZATION SPONSORED EVENTS WITH ALCOHOL

Policies are designed to ensure that group functions are conducted in compliance with South Carolina state alcoholic beverage laws and College of Charleston regulations. The policies are also intended to discourage irresponsible use of alcoholic beverages and emphasize responsible drinking behavior, thereby minimizing the liabilities of the College of Charleston and of the sponsoring group. This policy is written for all recognized student organizations and offices working with student organizations at the College of Charleston. When planning an event, make sure this policy is read in its entirety. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston.

OFF-CAMPUS STUDENT ORGANIZATION SPONSORED EVENTS WITH ALCOHOL:

Any recognized student organization and offices working with student organizations sponsoring an off-campus event with alcohol must adhere to the following:

- **Under NO circumstances** are alcoholic beverages to be sold by the sponsoring organization.
- At least one organization representative must attend the Student Organization Summit Series session on responsible hosting/risk management. A student organization may not have social functions involving alcohol unless a representative has attended this session.
- Responsibility for the proper conduct of all individuals attending functions rests primarily with the organization sponsoring the event. At least one event manager must be identified. Event manager must remain sober while carrying out their duties during the event.
- The event must be registered with the Director of Student Life at least two weeks in advance. The signature of the organization’s advisor will also be required. The Student Event Form can be found online at [http://studentlife.cofc.edu/forms.html](http://studentlife.cofc.edu/forms.html).
- Greek lettered organizations must register their events with the Director of Greek Life at least two weeks in advance.
- A method of identifying participants under the age of 21 must be in place during the event.
- The event must be a BYOB or at a location with an approved liquor license. If BYOB, the limitation is one six-pack of beer or one liter of wine per participant.
- Arrangements for the presence of security officers (Public Safety, City of Charleston, or a private security company) must be made at least two weeks in advance. Security officers must be present at all times. The organization is responsible for all related costs. The signature of a Public Safety official is required.
- No personnel, including security is to be paid in cash for working the event. Policies have been established for payment of all personnel. See the Coordinator for Business Services in the Dept. of Student Life to arrange for payment.
- Non-alcoholic beverages and unsalted food for fifty (50%) percent of anticipated guest attendance must be available at every function.

ON-CAMPUS STUDENT ORGANIZATION SPONSORED EVENTS WITH ALCOHOL:

Any recognized student organization and offices working with student organizations sponsoring an off-campus event with alcohol must adhere to the following:

- **Under NO circumstances** are alcoholic beverages to be sold by the sponsoring organization.
• **This policy is for beer and wine only.** No distilled spirits are permitted at any College of Charleston function sponsored or co-sponsored by student organizations on the College of Charleston campus.

• At least one organization representative must attend the Student Organization Summit Series session on risk management/responsible hosting. A student organization may not have social functions involving alcohol unless a representative has attended this session.

• Responsibility for the proper conduct of all individuals attending functions rests primarily with the organization sponsoring the event. At least one event manager must be identified. Event manager must remain sober while carrying out their duties during the event.

• The event must be registered with the Director of Student Life at least TWO WEEKS (14 business days) in advance. The signature of the organization’s advisor is required. The Student Event Form can be found online at [http://studentlife.cofc.edu/forms.html](http://studentlife.cofc.edu/forms.html).

• Greek lettered organizations must register their events with the Director of Greek Life at least TWO WEEKS (14 business days) in advance.

• A method of identifying participants under the age of 21 must be in place during the event.

• The event may be a BYOB or the student organization may contract with a third-party vendor to serve and/or sell alcoholic beverages at approved functions and locations. The third party vendor will be restricted to the amount of alcohol to be purchased, the service method, the number of drinks per individual and the time frame of service. These determinations will be made on a case-by-case basis. If BYOB, the limitation is one six-pack of beer or one liter of wine per participant.

• Arrangements for the presence of security officers (Public Safety, City of Charleston, or a private security company) must be made at least TWO WEEKS (14 business days) in advance. Security officers must be present at all times. The organization is responsible for all related costs. The signature of a Public Safety official is required.

• No personnel, including security is to be paid in cash for working the event. Policies have been established for payment of all personnel. See the Coordinator for Business Services in the Dept. of Student Life to arrange for payment.

• No student organization-sponsored event that includes alcohol shall exceed four (4) hours.

• Campus areas designated for consuming alcoholic beverages at a student-sponsored event are: 58 George St (Sottile Garden), Cistern, Stern Center Garden, Stern Center Ballroom and P Parking Lot (located behind fraternity housing off Wentworth Street).

• Non-alcoholic beverages and unsalted food for fifty (50%) percent of anticipated guest attendance must be available at every function.

**ATTENDANCE, GUEST PROCEDURES, AND VIOLATIONS:**
The following attendance, guest and advertising guidelines and procedures shall be in effect and followed at all functions where alcoholic beverages will be consumed on and off the College of Charleston campus. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in *Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston.*

**Attendance**
Every member, including alumni, in good standing of the sponsoring organization will be permitted to attend that sponsor's event.

The number of participants allowed access to a function will be controlled by pre-established limits for the specific facility or locale.

**Guest Procedures**

- Those attendees (age 21 and over) consuming alcohol must have their College I.D. and driver's license checked to confirm their age; must have their coolers, etc., inspected as the one six pack per person or one liter bottle wine limit is in effect if BYOB; and must have their hands stamped or marked or wristband applied designating that they are 21 or older.
- No shuttling shall be permitted. Each person may bring one six-pack or one liter bottle of wine into the site one time if BYOB. Individuals shall not be permitted to leave and return to the function site with additional alcohol.
- No intoxicated person(s) will be admitted to the function.

**Advertising**

- Advertising of student organization-sponsored events where alcoholic beverages will be consumed must be consistent with the educational philosophy of the College of Charleston and follow these conditions:
  - Advertisement for any event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages.
  - The message conveyed in the event promotion must not encourage the use of alcohol.
  - Publicity must not convey that consumption of alcohol is the purpose or reason for the event.
  - Promotion must not refer to the amount/quantity of alcohol to be present
  - Advertisements for events must not portray drinking as a solution to personal or academic problems or as necessary for social, sexual, or academic success.
  - Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals or campus organizations.

**Violations**

- Any person who is a member of the College of Charleston community violating any procedures shall be subject to accountability under the alcohol policy penalty provisions found below. Non-College of Charleston guests violating these procedures shall be removed from the premises and arrested. They will also be prosecuted as deemed necessary by the Public Safety officials.
- No under-aged student should be wearing a wristband or hand stamp or be provided alcoholic beverages. Any failure to comply with this will be considered a violation of the alcohol policy, Honor System, and state law.
- The first person detected being in violation of campus, local or state alcohol or drug ordinances will be ticketed and removed from the event. The second person in violation will be ticketed, removed from the event and cause the event to be shut down.

**Sanctions**

Violations of these policies on or off campus will be subject to the following responses.

- **First Violation Sanctions may include, but not limited to:**
  - Group is on social/event suspension for minimum of one month. The exact time period is to be determined by the Director of Student Life or Director of Greek Life.
Group executive board must schedule and attend a meeting with the Campus Substance Abuse Prevention Coordinator to develop a risk reduction plan.

- Social/event suspension remains in place until meeting and plan are completed.
- Failure to comply with sanctions for the first offense may result in sanctioning as imposed under a second violation.

**Second Violation Sanctions may include, but not limited to:**
- Loss of campus privileges including access to the organization account for a minimum of three months, excluding summer months.
- Entire organization must attend a 6-hour alcohol risk reduction seminar (deadline to be set by the disciplinary administrator).
- Must pay a $500.00 fine to the Office of Student Life or Greek Life or plan an alcohol-free social event for the entire student body on a weekend.
- Letter of notification to be sent to the national organization, sponsoring agency or academic department.
- Failure to comply with sanctions for the second offense may result in sanctioning as imposed under a third violation.

**Third Violation**
- The sanction for a third violation is suspension of recognition by the College for a time period consistent with the level of infraction up to a permanent suspension from the College of Charleston campus. This will be determined by the Director of Student Life or Director of Greek Life in conjunction with the Dean of Students and/or Executive Vice President for Student Affairs.