

COLLEGE of CHARLESTON

OFFICIAL POLICY

12.3.5.2.3

**Notification of Alcohol Availability at Off Campus
Events Sponsored by Student Organizations**

08/23/16

Policy Statement

This policy outlines the procedures for student organization notification to the College of Charleston ("College") of intent to host an event off campus where alcohol will be present and/or served to students or guests who are legally able to consume alcohol.

Policy Manager and Responsible Department or Office

Office of Student Life
Office of Fraternity and Sorority Life

Policy

Any registered student organization must inform the appropriate College office of intent to host an event off campus where alcohol will be served or available. The College has no supervisory duty or liability regarding this type of off-campus event. Any injuries, damages or claims, including alcohol liability claims, are the sole responsibility of the organization's individual members and the event venue.

Departments/Offices Affected by the Policy

Office of Student Life
Office of Fraternity and Sorority Life

Procedures Related to the Policy

- Each organization is to complete the Off Campus Event Notification Form and submit to the Office of Student Life (for all-non Fraternity and Sorority organizations) or to the Office of Fraternity and Sorority Life (for Fraternities and Sororities).
 - The form must be submitted at least two weeks prior to the date of the event.
 - Organizations must abide by all relevant policies included in the Compass (Student Organization Handbook) and any relevant policies for those organizations affiliated with national or international organizations.
 - Advisors must be aware that the organization is hosting the event.
 - Organizations must indicate their understanding that the College has no supervisory duty or liability regarding this type of off-campus event. Any injuries, damages or claims, including alcohol liability claims, are the sole responsibility of the organization's individual members and the event venue.
 - If any student fee or other state funding is being utilized to fund any portion of the event, all College procurement and contractual policies must be followed. (NOTE, no student fee or other state funding may be used for the purchase of alcohol.)
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Related Policies, Documents or Forms

Off Campus Event Notification Form
The Student Handbook
The Compass
Fraternity and Sorority Life Handbook
Sport Club Handbook
Procurement and Contract Approval Processes

Issue Date: 8/23/16 Date of Policy Revision: 8/23/16	Next Review Date: 10/01/2020
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POLICY APPROVAL (For use by the Office of the Board of Trustees or the Office of the President)	
Policy Number: 12.3.5.2.3	
President or Chairman, Board of Trustees	<i>John F. McLaughlin, Pres.</i> Date: <u>8/23/16</u>