

## **Woodbury University Policy for Events with Alcohol** **Revised December 2010**

While Woodbury University's alcohol policy reflects current interpretations of federal, state and local laws governing the possession, distribution and use of alcohol, it also expresses the University's commitment to responsible drinking and behavior.

For the purposes of this policy, an "event with alcohol" is defined as an official gathering—either on- or off-campus—sponsored by Woodbury University, or any of its constituent groups, at which alcohol is served. Timing and location of all events where alcohol is present must be sensitive to the academic mission and needs of the University community. The presence of alcohol at these events creates a need to manage the activity with care and to be more concerned with the conduct of those present. Those who plan or choose to attend events where alcoholic beverages will be served and consumed must assume responsibility for the consequences of their actions.

1. Alcoholic beverages may not be served at official Woodbury University events without proper registration. All events with alcohol must be registered via the Facility Reservation and Event Authorization (FREA) process at least two weeks prior to the event date. A completed Host Responsibility Form for Events with Alcohol\* (for events sponsored by faculty or staff) or Petition for Student Organization Event with Alcohol\* (for student organizations) must be completed by the event host and attached to the FREA form. Some club events, parties and certain other events involving students may require one host per 100 guests expected to attend. The Coordinator of Student Involvement and Leadership must approve all student organization events with alcohol.
2. Consumption of alcoholic beverages must be limited to the location(s) pre-approved for the event via the FREA process. Additionally, access to the event must be controlled.
3. Alcoholic beverages may only be served by vendors contracted through Woodbury's food service provider or, for off-campus events, by staff from a venue in possession of a valid Alcoholic Beverage Control License and liability and insurance coverage.
4. Service of alcoholic beverages shall be limited to those age 21 and over, while access to alcoholic beverage service areas by those under age 21 shall be monitored. There must be a system in place to ensure that no one who is under 21 years of age is served any alcoholic beverages. Such systems may include, but are not limited to:
  - checking of government-issued picture identification at the entrance (acceptable identification includes a valid driver's license with photo, a government-issued photo identity card, or a passport); University identification cards are not sufficient proof of age;
  - use of a wristband or ink stamp to mark the hands of all persons determined to be of legal drinking age; and/or
  - color-coded place cards for sit-down meals

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\*An explanation of the role of "host" can be found on this form.

For events on Woodbury property, Woodbury students' identification should always be checked against a list of birthdays obtained from the Office of Student Development).

The system that will be used for events hosted by faculty or staff must be described on the Host Responsibility Form for Events with Alcohol.

The system that must be used for events hosted by student organizations is described in the Guidelines for a Student Organization Event with Alcohol.

5. Servers and hosts should assure that alcohol use at the event is responsible and safe by observing the following guidelines at a minimum:
  - Guests may not be served more than one alcoholic beverage per hour, not to exceed four alcoholic beverages total. An alcoholic beverage is defined as 5 ounces of wine, 12 ounces of beer or 1.5 ounces of hard alcohol. Only non-alcoholic beverages may be served during the last hour of events four hours or longer. Obviously intoxicated persons are not to be served alcoholic beverages.
  - Both the host of the event and the sponsoring department/organization are required to provide, in sufficient quantity throughout the event, food and one or more nonalcoholic beverages, e.g. soda, water, juice, or coffee. (If alcohol is being provided at no cost, food and non-alcoholic beverages must also be provided at no cost. If alcohol is available for purchase, food and non-alcoholic beverages must be available for purchase or provided at no cost.)
  - Drinking games or any activity which encourages or contributes to alcohol overindulgence or abuse, are prohibited.
  - Service of alcohol from a large, open, common source container (such as a punch bowl) is prohibited.
  
6. Woodbury University security may be required for events with alcohol, depending upon the nature of the event and expected attendance using following rubric as a guideline:

Security may be required at events if...	Reasoning	Examples
Event <b>access</b> must be controlled	Guests must stay within a certain areas OR Fire exits must be kept clear OR Alcohol must be kept inside event venue	Concert Outdoor event with alcohol
There are <b>expensive items</b> or equipment present	To ensure security of items or equipment	Art exhibit
The event is at <b>night</b>	There are few staff onsite to assist in the event of an emergency	Dance

The event is potentially <b>controversial</b>	There is increased potential for an incident or emergency	Political speaker or rally
There may be <b>1,000 or more attendees</b>	To assist with crowd control AND There is increased potential for an incident or emergency	Festival Commencement
There may be <b>200 or more students</b> with few faculty/staff	To assist with crowd control AND There is increased potential for an incident or emergency and few faculty/staff to assist	Student organization party
There will be an <b>open bar</b> AND individuals <b>under 21</b> may be present	To assist with upholding alcohol policies	Networking event
There will be an <b>open bar</b> AND <b>more than 150 attendees</b>	To assist with upholding alcohol policies AND To assist with crowd control AND There is increased potential for an incident or emergency	Cocktail reception
<b>Alcohol</b> will be served AND there will be <b>75 or more students</b> with few faculty/staff	To assist with crowd control AND There is increased potential for an incident or emergency and few faculty/staff to assist	Student organization club event

The above rubric will also be used to determine if a security supervisor is required. The sponsoring department/organization is responsible for the cost of event security.

- Both the host of the event and the sponsoring department/organization must ensure that all event promotion is appropriate. Event advertising (e.g., flyers, banners, invitations, T-shirts, signs, etc.) must not overtly or covertly focus on alcohol consumption as the primary purpose of the event.

Student organizations should additionally reference the “Guidelines for a Student Organization Event with Alcohol.”

The conditions above do not apply to events which are considered private. Private events are defined as the following:

- Events hosted by a faculty or staff member where attendance is determined by personal invitation to a limited number of individuals;
- On-campus events hosted by a student organization where attendance is determined by personal invitation to a limited number of individuals and the organization’s advisor(s) is present for the entire event; or
- Student organization meals held at a venue in good standing with the California Department of Alcohol Beverage Control Board (in possession of a valid liquor license—may be confirmed at <http://www.abc.ca.gov/datport/LQSMenu.html>) where attendance is limited to the organization’s active members.

However, it is expected that private events will adhere to Woodbury University's Alcohol Policy, which prohibits the possession or consumption of alcohol by any individual under the age of 21, as well as to California State Law, which prohibits furnishing alcohol to a person under the age of 21. Additionally, alcohol may not be consumed in campus parking lots or at the ASG Pool House unless prior approval has been issued by the Office of Student Development.