

The University of Tampa Student Organization Policies & Procedures Regarding the Use of Alcohol

The University is committed to providing an environment that includes policies and educational elements to encourage responsible choices for the use or non-use of alcohol for those of legal age, and actively encourages low risk alcohol use for those who choose to consume alcohol. Further, the University believes in the importance of alcohol education programs for all members of the University community. It is upon this and the education-oriented philosophy of the University that the following alcohol policy is based.

The alcohol policy at The University of Tampa is based on compliance with Florida State Statute 562-111, chapter 562, Tampa City Ordinance Chapter 3, City Ordinance 3-40, [Fraternal Information and Programming Group \(FIG\)](#) risk management recommendations, and the use of alcohol in moderation and under appropriate circumstances. This policy applies to all student organizations and those groups holding events on University property or in association with the University off campus. In the case of visitors/guests violating the policy, the host may be held responsible and depending on the violation, the visitor is also subject to arrest.

An event may be deemed as a student organization event if a reasonable observer would associate it with the student organization. The reason for the broadness of this policy is that legally, regardless of whether or not you believe an event to be a student organization event or not, your organization can be held responsible in a court of law if the jury is convinced that a reasonable observer would say the event was a student organization event. Factors that may make it more likely for an event to be deemed a student organization event are, but are not limited to:

- If the event is announced at a student organization meeting
- If t-shirts are made for the event
- If officers of the organization have knowledge or have planned the event
- If it takes place before or after an official organization event
- If pictures found on the internet (Facebook) suggest organization involvement
- If there is a clearly followed theme to the event which suggests coordination

General Policies for All Events with Alcohol

All events, sponsored or endorsed by the University and/or a student organization, or any event an observer would associate with the organization must be in compliance with the stated policies below:

1. All students and student organizations at The University of Tampa must observe Section 562-111, Chapter 562, and City Ordinance 3-4 that prohibits:
 - a. any person under the age of 21 from possession or consumption of alcoholic beverages;
 - b. the selling, giving, or serving of alcoholic beverages to persons under the age of 21 by any person or organization;
 - c. any person from misrepresenting or misstating his/her age;
 - d. open containers of alcohol.
2. A sign must be displayed at all times that states: "WE DO NOT SERVE MINORS. We reserve the right to refuse service to anyone who appears to be intoxicated, or who appears to be underage and cannot provide acceptable identification" or like statement.
3. Alcohol may only be served at events where bathrooms can be accessed without leaving the facility. Participants cannot leave and gain readmission to the serving area under any circumstances. (If you have identified a venue that has a bathroom in the facility, but not in the room of your event, please discuss this with the Office of Student Leadership and

- Engagement in advance to see if alternate, acceptable arrangements can be made that would meet the goal of this piece of the policy).
4. No kegs, or other common source alcohol containers (such as punch, party balls, etc.) are permitted. Only licensed third party vendors may have kegs.
 5. Student organization funds, money generated from student activity fees, or admission fees collected at the event may not be used for the purchase of alcohol (this includes "passing the hat").
 6. No event shall include drinking contests or give out alcohol as a prize for a contest.
 9. An appropriate amount of non-salty food and non-alcoholic beverages must be made available to all participants. If the non-alcoholic food and beverages run out, the alcohol sales must stop.
 10. Open parties (those with unrestricted access by non-members of the sponsoring organization without specific invitation) are prohibited. A guest list must be turned in to the Office of Student Leadership and Engagement *a minimum of 24 business hours prior to the event*. This list must include each guest's full name, date of birth, and host (if the individual is not a member of sponsoring organization).
 11. Organizations must have a designated driver program in place that must be approved by the Coordinator of Student Organizations.
 12. No organization may co-sponsor an event with alcohol with an alcohol distributor or tavern (business generating more than 50% of annual gross sales from alcohol). No funds, privileges, endorsements, charitable contributions or other special considerations shall be granted to an organization from the host site.
 13. No organization may hold an event with alcohol during or 48 hours preceding final examination period, at organizational recruitment induction, initiation events, or NCAA event unless granted an exception by the Coordinator of Student Organizations.
 14. All venues used must be used respectfully and left in the condition in which it was found. If damage occurs, or if the venue is not properly cleaned, the proper authorities will make an effort to seek out the responsible individual(s) and refer them to The University of Tampa Office of Student Conduct. However, when this is not possible, the student organization, represented by the president at the time of the incident, will be responsible for any damage or extra costs incurred and will be turned over to the Student Organization Conduct Board. Failure to repay damages will result in individual holds put on the University accounts of all students in attendance (making it impossible to register for classes, request transcripts, etc. until all funds have been cleared).

General Procedures for ALL Events with Alcohol

The following must be turned in to the Office of Student Leadership and Engagement with the Event with Alcohol Form for approval *a minimum of 10 working days prior to the event*:

1. Proof that the organization officer planning the event attended the risk management training session facilitated by the Office of Student Conduct and the Office of Student Leadership and Engagement.
2. Proof of one "C.A.R.E. for Your Friends" trained monitor for every 25 guests, plus 25% of total monitors as alternates (e.g., if you have 100 people at your event, you must have 4 monitors, plus one alternate). Names, UT student ID numbers, and proof of organization membership will be required.
3. Proof of a designated driver program or other alternate transportation for guests. When traveling outside of the Tampa Bay area, transportation in the form of busing is required.
4. Copies of all publicity materials (including, but not limited to: posters, banners, newspaper or Facebook advertisements, t-shirts, etc.). Publicity may not contain phrases that highlight the manner alcohol will be consumed (i.e., "Drink and Drown," "All You Can Drink," etc.). Publicity must also mention the availability of non-alcoholic

- beverages. The following statement **MUST** be included on all publicity: “Participants at the event must be prepared to present two forms of age identification, one containing a photo. Participants must be 21 years of age or older in order to consume alcohol.”
5. The student organization officer planning the event must meet with the Coordinator of Student Organizations *no more than five working days prior to the event* to review all the details.
 6. A finalized guest list must be turned in to the Coordinator of Student Organizations *a minimum of 24 hours prior to the event*. This list must include each guest’s full name, date of birth, UT student ID number, and host (if the individual is not a member of sponsoring organization).
 7. A “C.A.R.E. for Your Friends” monitor should be at the entrance to the venue insuring that individuals on the guest list are admitted to the event.
 8. The “C.A.R.E. for Your Friends” monitor, along with security, is responsible for not allowing intoxicated persons into the event.
 9. Guests 21 or over must be given a wrist band at the door by a “C.A.R.E. for Your Friends” monitor, and must have it on at all times when purchasing or consuming alcohol.
 10. Proof of the third party vendor license and the insurance policy of the third party vendor must be turned in to the Coordinator of Student Organizations *a minimum of 10 working days prior to the event*.
 11. The Director of Safety and Security will determine the number of officers to be present to check age identification for those entering the designated drinking area and/or to assist with crowd control. This number of officers will be figured in accordance with the number of persons expected to attend the event. If the event is sponsored by a recognized student organization, the cost of providing Tampa Police Department (TPD) officers to monitor parties will be the responsibility of the organization. The rate for a TPD officer is approximately \$26/hour. Other alternatives (e.g., hotel security, etc.) must be approved by the Coordinator of Student Organizations.
 12. The serving of alcoholic beverages is to be discontinued one hour before the end of the event. In cases where transportation is provided to and from the event to individuals place of residence (e.g., campus and off-campus residences) by a transportation service (e.g., bus company), the serving of alcoholic beverages may continue until the end of the event.
 13. A post-event meeting will be held between the student organization officer planning the event and the Coordinator of Student Organizations within *five working days after the event*.

C.A.R.E. Monitoring:

Because honesty, good citizenship, trust, respect, and responsibility are the core foundations of the Spartan Code and all student organizations, **it is essential that each organization be responsible for monitoring its own events.** This means that only members of the sponsoring student organization can serve as C.A.R.E. monitors. Failure to properly monitor events will result in penalties for the individual officers or members as well as the entire organization through the Office of Student Conduct.

1. The organization president and event organizer (e.g., social chair) are responsible for seeing that organization events are in compliance with The University of Tampa Policies and Procedures Regarding the Use of Alcohol. Co-sponsoring organizations share equal responsibility and liability for violations.
2. One “C.A.R.E. for Your Friends” trained monitor must be present for every 25 guests, plus 25% of total monitors as alternates (e.g., if you have 100 people at your event, you must have 4

monitors, plus one alternate). Names, UT student ID numbers, and proof of organization membership will be required.

Exceptions:

1. Exceptions to this policy for religious services must be approved in advance by the Coordinator of Student Organizations.
2. Exceptions to the 10 working day rule will only be made in extenuating circumstances. You may ask to be granted an exception by turning in all the necessary paperwork as outlined above, along with a written explanation as to why your organization was unable to have all your materials turned in a minimum of 10 working days prior to your event. Exceptions are granted at the discretion of the Coordinator of Student Organizations.
3. It is of primary importance to the University and the Office of Student Leadership and Engagement that you host a safe event. We understand that different venues and different situations present different challenges. If you have questions about this policy, the procedures, want to know if something can be “tweaked” to fit the context of your event, etc. please just ask! In some cases, we may be able to find solutions that meet the goals of the policy, while still allowing you to have a safe and fun event.

Failure to comply with any of the aforementioned policies will result in the student organization being referred to the Student Organization Conduct Board.

**Student Organization Registration Form
For Events with Alcohol**

All events with alcohol should be organized by the student organization representative(s) that attended the Risk Management Seminar sponsored by the Office of Student Conduct and the Office of Student Leadership and Engagement. This form, and all supporting materials, should be completed by that representative(s), and *turned in to the Office of Student Leadership and Engagement for approval no later than 10 working days prior to the event.*

Sponsoring Organization:

Primary Contact Person:

Contact Phone #:

Email:

Event Information

Event Name:

Event Date:

Event Location:

of Members in Sponsoring Organization:

Total # of Attendees (including guests):

Total # of Monitors (1 per 25 attendees):

Total # of Monitor Alternates (# of monitors x .25 = # of alternates):

Please provide a brief description of why you would like to serve alcohol at your event:

Please provide a brief description of your designated driver program. Keep in mind that you also need to ensure that commuter students make it safely from campus to their homes off-campus.

For off-campus events, please attach copies of the following:

- Proof of third party vendor license and insurance policy.
- Proof of licensed security personnel (may not be members of the sponsoring organization) to be present at the event.
- Copies of all publicity materials.

Please attach the following information for each of your C.A.R.E. for Your Friends monitors and alternates:

- Name
- Phone #
- Email address
- UT student ID #
- Monitors and alternates initials to indicate the acceptance of this role

Faculty/Staff Advisor Information

Advisor Name: _____

Phone #: _____

Email: _____

As the faculty/staff advisor of _____ I am aware that the organization is hosting an event with alcohol on the date, time, and location listed above. I have read the policies regarding events with alcohol, and should a problem arise, I will assist the Office of Student Leadership and Engagement, Office of Student Conduct, or other appropriate authorities with the processes outlined for resolution.

Advisor Signature: _____

Date: _____

Approval and Future Important Dates

- Finalized guest list due to the Coordinator of Student Organizations no later than (24 business hours prior to the event)
Due date/time: _____

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- Event organizer has post-event meeting with Coordinator of Student Organizations or designee
(no more than 5 business days after the event)
Scheduled for date/time:
-

Approval Signature:

Date:

Resources for Off-campus Events with Alcohol

3rd Party Vendor Locations (Certificate of Liability on file in the Office of Student Leadership and Engagement)

Embassy Suites
513 South Florida Avenue
Tampa, FL 33602
(813)769-8300

Sheraton Riverwalk
200 North Ashley Drive
Tampa, FL 33602
(813) 226-4400

Starlight Cruises
25 Causeway Blvd
Clearwater, FL 33767-2064
(727) 462-2628

Transportation

Blue One Shuttle
<http://www.blueonetransportation.com/>
