

## Procedures for Student Related Events with Alcoholic Beverages

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Brandeis University recognizes that students are adults and are expected to obey the law and take responsibility for their conduct. Although the University will not police the private behavior of students on or off campus or invade the privacy by unwarranted searches, Brandeis University respects and supports local, state, and federal laws with regard to alcoholic beverages.

The service of alcohol at campus events is often requested as an enhancement to contracted entertainment. The procedures below are intended to facilitate the legitimate serving of alcoholic beverages at approved events, to augment a well-planned and structured program.

Areas where Alcohol is allowed:

Three locations on campus are licensed to serve alcohol: Usdan Student Center, the Stein Restaurant, and the Faculty Club. Alcohol must be purchased and served through Dining Services. Requests for alcohol service in licensed areas must be documented at least two weeks prior to the date of the event. Food and non-alcoholic beverages must be offered in addition to alcoholic drinks.

Student Organization Events:

The student group must attend a pre-evaluation meeting with a member of the Department of Student Activities and a One Stop Event Planning Meeting in order to discuss the program with professional staff members:

- \* the rationale behind the addition of alcohol to the program,
  - \* the amount of alcohol ordered,
  - \* the estimated number of legal drinking age students in attendance,
- and
- \* the logistics of the event.

Students will be asked to complete the Event Registration Form as well as the Alcohol Beverage Responsibility Form. Student organizations must first reserve appropriate space through Conference and Event Services noting appropriate beverage requests and quantities on the appropriate forms. Alcohol must be provided and served by Dining Services. Dining Services will staff all student sponsored events with

bartenders and ID checkers. Organizations must have at least one bartender and one carder for every 75 legal age student expected. Public Safety will staff the event with at least two security personnel and possibly more depending on the attendance expected at the overall event. All student organization sponsored events with alcohol must have a restricted area for distribution and consumption of alcohol except when held in the Stein Restaurant. This area will have 20ft between the area of consumption and the event itself and have a physical barrier. It needs to be an on campus only event. Student Activities will address issues of marketing and promotion in regards to the availability of alcohol with the student group. Dining Services will have on hand at the event a list of 21+ students to verify any discrepancies and in order to validate any out of state licenses. Professional staff members from Dining Services must be in charge of checking IDs for entrance into the “beer garden” and will be securing bracelets on legal drinking age students. Student Activities will pay for the bracelets.

#### Student Organization Events in Other Areas:

It is the role of Conference and Event Services to request these licenses on behalf of parties within the Brandeis community. The process time for these licenses can be up to six (6) weeks. The cost of a one day liquor license is \$250 and needs to be considered part of the budgeting process for the student organization. Licenses can be denied by local boards. In addition, the function may not serve as a fundraiser. Non licensed areas where alcohol can be served are limited to programming spaces such as the Shapiro Campus Center and the Rose Art Museum, and others as approved by Student Activities, assuming that a one day liquor license has been obtained. Academic spaces should not be considered appropriate spaces for alcohol to be served. When it is a space that is used for academic and programming uses, the decision for usage will be made by the Department of Student Activities. If an event with alcohol is being considered for a residential space, the Department of Residence Life must be involved in the planning process.

Brandeis University reserves the right to change and amend these policies as necessary.