

# ALCOHOL EVENT POLICIES & GUIDELINES

PLEASE ENSURE YOU READ THIS ALCOHOL EVENT POLICIES & GUIDELINES BEFORE YOU SUBMIT YOUR APPLICATION

## Basic Alcohol Guidelines

1. Alcohol Handling
  - o Beer or Hard Seltzer must be 6% alcohol or lower and must be no more than 12 ounces.
  - o Wine must be served in a 4 oz cup.
  - o For outdoor alcohol events, alcohol must be in cans or plastic cups. *Drinking out of glass bottles is prohibited.* Upon entry, individuals will be asked to pour any glass bottled substance into plastic cups.
2. Adequate food and non-alcoholic beverages must be made available throughout the entirety of the event.
3. Funds obtained from student fees/SGA allocation may not be used to purchase or provide alcoholic beverages. Funds may be used to provide a bartender, housekeeping, and campus police.
4. All alcohol events must begin and end at the times designated on their Alcohol Event Request form.
5. The student group hosting the event will be held responsible for any damages to the event site and/or its furnishings.
6. All State and Federal laws and University policies must be followed to at all times. Please refer to the Honor Code for detailed information concerning the University's alcohol policy.
7. Any students who are excessively intoxicated, choose to commit inappropriate behavior, or are found conducting any unruly action toward another as a result of alcohol consumption may be held responsible for Honor Code violations and possible campus judicial or legal charges.
8. The space in which an alcohol event is held must be a confined area with one main entry point. If an additional entry points exist additional chaperones must be provided to monitor those areas. The bar should always be set up within eye sight of the main entry/exit point.

## Cash Bar Event Guidelines

1. A cash bar event is one in which the student group will pay to have Queens Dining Services or a Third Party Vendor (for off campus events only) set up a bar where participants who are at least 21 years old may purchase alcohol.
2. For on-campus cash bar events, Chartwells Dining Services (the Queens preferred caterer) will provide the cash bar at a fee. When hosting a cash bar event, clubs/organizations must coordinate with Chartwells Dining Services on the event at least 2 weeks prior. Chartwells Dining Services will provide the alcohol and bartender at the event and will sell the alcohol at preset rates.
3. For off-campus cash bar events, a third-party vendor may be used. A third-Party Vendor Form must be completed prior to approval.
4. The event area must be cleaned and returned to an orderly condition immediately following the event.
5. Organizations must provide transportation if the event is more than 20 miles from campus.
6. Required Staffing is based on the number of guests anticipated, see ranges below:

## Tailgate Event Guidelines

1. A tailgate event is one in which participants who are at least 21 years old may bring their own alcoholic beverages to an event.
2. For a tailgate event, the space must be a confined area (if outdoors, area may be confined by plastic fencing or other appropriate barrier) with one main entry and check-in point. Signs should be posted at the exit declaring "no alcohol permitted beyond this point" with trash receptacles for participants to dispose of empty containers.
3. Upon entry, participants bringing in alcoholic beverages must present a valid government-issued ID to be checked, after which they will be issued a wristband to be worn for the entirety of the event.
4. Participants are limited to the following types and amounts of alcohol:
  - One six-pack of beer; beer must be 6% alcohol or lower and must be no more than 12 ounces per can or bottle.
  - One bottle of wine; wine must be poured into a 4 ounce plastic cup.
5. For outdoor alcohol events, alcohol must be in cans or plastic cups. Drinking out of glass bottles is prohibited. Upon entry, individuals will be asked to pour any glass bottled substance into plastic cups.
6. The event area must be cleaned and returned to an orderly condition immediately following the event.
7. Required Staffing is based on the number of guests anticipated, see ranges below:

## Required Staffing

Required Staffing is based on the number of guests anticipated, see ranges below:

- Student Host – 1 host (0-50 guests anticipated) or 2 hosts (51+ guests anticipated)
- Campus Police Officer - 1 officer (0-50 guests anticipated) or 2 officers (51+ guests anticipated)
- Sponsoring Organization Contact Person (must be a student who is 21+ and will be required to refrain from drinking)