

# QUEENS UNIVERSITY

of

## CHARLOTTE

### Homecoming Tailgate Space Reservation

Space reservation forms will need to be returned to Joshua Cauble, Morrison 210, no later than 5:00P on February 1<sup>st</sup>!

#### Contact Information

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Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_ Relation to Organization: \_\_\_\_\_

Organization Advisor: \_\_\_\_\_ Chaperone: \_\_\_\_\_

Day of Event Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Space Reservation Information

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Number of Parking Spaces Requesting: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Will your organization allow alcohol?  Yes  No

Will your organization be grilling or providing food/drink?  Yes  No

#### Tailgate Information

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Lunch will be provided inside the tent on the Levine Center front lawn from 11:00a to 2:00p. Students with a meal plan will need to swipe their QCard. Students without a meal plan will need to show their student ID to receive lunch. Guest or students without their student ID will need to pay for lunch with cash or card. Menu provided day of.

Alcohol will be permitted during tailgating activities as a BYOB, but all university policies are still in effect. To receive a drinking wristband you will need a state-issued ID. Only students and guests with a wristband will be allowed to consume alcoholic beverages during the tailgate. Students found drinking without a wristband or underage drinking will result in a ticket by university police. Students submitting this request agree to the attached University Alcohol Policy attached to this form.

Organizations are encouraged to bring, and wear, promotional items to the tailgate! T-shirts, flags, banners, and tents are all allowed. This is an opportunity for you to not only show your school spirit but promote your organization on campus! Games, such as cornhole / KanJam / ladder golf, are all permitted and encouraged. Games involving alcohol will not be permitted.

Only one vehicle per space will be allowed. You will receive a reservation email with an attached document that will need to be printed and placed in your dashboard. If you have any questions please do not hesitate to contact Joshua Cauble at [caublej@queens.edu](mailto:caublej@queens.edu)!

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### Alcohol Event Basic Guidelines

1. Alcohol
  - Beers must be 6% alcohol or lower and must be no more than 12 ounces.
  - Wine must be served in a 4 oz cup.
  - 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 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.
5. 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.

### 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.
  - 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.
    - 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.
    - Participants are limited to the following types and amounts of alcohol:
      1. One six-pack of beer; beer must be 6% alcohol or lower and must be no more than 12 ounces per can or bottle.
      2. One bottle of wine; wine must be poured into a 4 ounce plastic cup.
    - 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. The event area must be cleaned and returned to an orderly condition immediately following the event.
  - Trash should be bagged and placed with a trash can.
3. **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)