

## Policy for Student Organization Events with Alcohol

While Knox College's alcohol policy reflects current interpretation of federal, state and local laws regarding the possession, distribution and use of alcohol, it also expresses the College's commitment to responsible drinking and behavior. This policy is intended to benefit both event hosts and guests, and should be incorporated into event planning in the spirit of both celebration and safety.

### Definition of an Event with Alcohol (applies to events either on or off campus)

An event with alcohol is defined as the following:

- Alcohol will be made available to or provided by the organization/guests/attendees

And one or more of the following criteria are met:

- The event is planned in any way during an organization meeting
- The organization or Knox College name is attached to the event in any way
- The event utilizes organization funds through any of the organization's accounts
- The event is advertised on campus or through any campus- or organization-affiliated venues, including social media

When in doubt, organizations should consult with the Campus Life Office.

### Procedures to Apply for an Event with Alcohol

1. Student organizations that wish to host an event with alcohol (on or off campus) must submit a *Request for Event with Alcohol* available in the Campus Life Office **at least one month prior to the event**.
2. After the request form has been submitted, it is the responsibility of the student organization to schedule a meeting to discuss and plan the event with the Coordinator for Student Engagement (for non-Greek organizations) or the Assistant Director of Campus Life (for Greek organizations). **The meeting must take place at least three weeks prior to the event**.
3. For events on campus, alcoholic beverages may only be served by a vendor contracted through Knox College's food service provider. The Campus Life Office will assist the student organization in making these arrangements.
4. For events off campus, alcoholic beverages may only be served by staff from a venue in possession of a valid Alcoholic Beverage Control License and liability and insurance coverage. The Campus Life Office will assist the student organization in obtaining those documents. All contracts with venues must be signed by a staff member in the Campus Life Office or their designee.
5. Alcohol may only be available via a cash bar, unless an exception is made by the Vice President for Student Development or designee.
6. The student organization may begin publicizing their event once the meeting with the appropriate Campus Life staff members has taken place and the *Request for Event with*

*Alcohol* has been approved. The student organization must ensure that event advertising does not focus on alcohol consumption as the primary purpose of the event.

### During the Event

1. Student organization events with alcohol have a maximum duration of four hours, with the event concluding no later than 2:00am.
2. Service of alcoholic beverages will be limited to those age 21 and over as evidenced by government-issued photo identification. A Knox College ID is not considered sufficient proof of age.
3. The student organization advisor (must be a Knox faculty or staff member) or other designated staff member will issue a wristband to any individual approved to consume alcohol at the event. Only College-issued wristbands may be used. Wristbands will have a designated number of tabs attached based on the number of drinks the individual may consume during the event. The bartender will remove a tab from the guest's wristband each time the guest receives an alcoholic beverage. Alcoholic beverages will be dispensed one at a time. Guests are not permitted to share their alcoholic beverages with others.
4. The maximum number of alcoholic beverages a guest may consume during an event is one drink per hour, not to exceed four drinks total. A "drink" is defined as 5 ounces of wine, 12 ounces of beer, or 1.5 ounces of hard alcohol.
5. Obviously intoxicated individuals will not be served alcohol.
6. Consumption of alcoholic beverages must be limited to the location designated for the event. Additionally, access to the event must be controlled.
7. Only non-alcoholic beverages may be served during the last thirty minutes of the event.
8. The student organization is required to provide, in sufficient quantities throughout the event, food and one or more non-alcoholic beverages.
9. Drinking games or any activity that encourages or contributes to alcohol overindulgence are prohibited.
10. Service of alcohol from a large, open, common source container (such as a punch bowl) is prohibited.

### Social Hosts

Student organizations are required to provide Social Hosts that are responsible for promoting responsible behavior and ensuring adherence to this policy. The number of Social Hosts required will depend on the size, scope, and location of the event, and will be determined by the Campus Life Office during the meeting with the student organization.

Social Hosts have the following responsibilities:

- Meet with the advisor/staff member present and the bartender immediately prior to the event to review these policies and procedures
- Be present for the entirety of the event
- Agree not to consume alcohol during the event or 12 hours prior to the event

- Monitor adherence to all College policies during the event, and confront behavior that is concerning or disruptive
- Inform the Campus Life Office of any policy violations that occur during the event
- Make sure the event venue is left in good condition