

Center for Health & Wellness Promotion
(formerly Alcohol and Other Drug Services)
Guidelines for Alcohol Events

Purpose:

To ensure that event organizers hold wholesome social events for the campus community and to protect the public safety, welfare, and the property of the University of San Diego.

Specific objectives are to prevent:

1. The over-intoxication of the event participants
2. Building structure and equipment damage
3. Vandalism and theft
4. Lewd, indecent and other disorderly conduct
5. Legal liability relating to alcoholic beverage consumption

Guidelines & Responsible Hosting:

The role of the University is only to provide a facility and it is the sole responsibility of the sponsoring organization to comply with these guidelines, the University policies, and local state laws.

1. Advertising for an event may not include the information that alcoholic beverages will be served.
 - a. The mention of alcoholic beverages in any manner (words or pictures) cannot be included in advertising an event.
 - b. Public media such as the Vista, Campus Calendars, and student newsletters may not advertise the availability of alcoholic beverages at an event.
 - c. Flyers, banners, posters, or invitations may not advertise the availability of alcoholic beverages at upcoming events.
2. Admission cannot be charged at the door of a function where alcoholic beverages are served.
 - a. It is against California state law to sell alcoholic beverages without a license; therefore, there cannot be a charge for an alcoholic beverage at a campus event.
3. Non-alcoholic beverages and food must be made available to students at a function where alcoholic beverages are being served.
 - a. In order to provide a choice between alcoholic and non-alcoholic beverages, a comparable amount of non-alcoholic beverages must be available and equally attractive and comparable.
 - b. In addition to beverages, food must also be served. Food should not be salty and protein is suggested (such as vegetables, cheese, and crackers).
4. The amount of alcoholic beverages permitted and available at a function is to be relative to the size of the event.
 - a. In an attempt to minimize the possibility of students becoming intoxicated, the amount of alcoholic beverage will be limited to one drink per hour per eligible person.

5. Alcoholic beverages may not be served or consumed on the grounds of public areas of the university.
 - a. Alcoholic beverages are not to be served or consumed outside of the designated facility.
 - b. It is the responsibility of the sponsoring organization to see that alcoholic beverage consumption is kept inside the facility where the event is being held.
6. Alcoholic beverages may not be served during or after the last scheduled hour of a function.
 - a. The behavior of guests leaving an event is important for the safety of other people. For this reason, no alcoholic beverages are to be served during the last hour of an event.
 - b. It is recommended that non-alcoholic beverages (e.g. coffee and water) and food be served especially during the last hour.
7. Neither the sponsoring organization nor an individual may increase the quantity of alcoholic beverages or bring alcoholic beverages into an event once the event has begun.
 - a. Because of the amount of alcoholic beverages at an event is being limited, the amount of alcoholic beverages may not be increased after the event has begun.
8. The sponsoring organization must comply with California state law and university regulations in relation to bar operation.
 - a. Persons 21 years or older, who wish to consume alcoholic beverages, must present valid ID and be issued a wrist band that cannot be removed unless broken.
 - b. Only those persons in possession of a wrist band will be allowed to enter the area where alcoholic beverages are being served.
 - i. At least two monitors, 21 years of age, will be responsible for the bar operation and the entry/exit control.
 - ii. When exiting from the bar area, a person may only exit with the possession of one alcoholic beverage.
 - iii. Participants will be prevented from making trips for underage friends.
 - c. The bar operation should be set up away from entrances and exits so the flow of traffic will not be hindered.
9. Alcoholic beverages should not be served to individuals who are obviously inebriated.
10. The sponsoring organization must have two 21 year old representatives sign an Alcohol Request form for the alcohol event at least 14 days prior to the event.
 - a. The request forms can be picked up in the AODS office and, upon completion, must be reviewed and signed by the Director of Alcohol & Other Drug Services.
 - b. The responsible organization promises to adhere to all regulations and procedures.
 - c. The final approval of the request must be signed by the AVP of Student Affairs.
 - d. Once approved, a copy of the request will be provided to the registrants.
11. The University has the right and obligation to waive and/or redefine any of the above stipulations as they relate to a specific group or function.
 - a. USD has an obligation to protect the health, the personal rights, and the well-being of the members of the university community. If, at any time, the well-being of the campus community is being threatened, action must be taken.
12. If any of the above guidelines are not followed by the sponsoring organization, club, its representative, or participants at the event, the University reserves the right to:
 - a. Rescind permission to serve alcohol at the event.
 - b. Stop the serving of alcohol and/or close the event for violations during the event.
 - c. Hold the sponsoring organization responsible for any damage that may occur to the facility and the surrounding area during the event.

Quick Tips for Responsible Hosting

- Make sure the “bartender” is 21 years of age or older
- Card your participants and make sure they present valid ID
- Serve non-alcoholic drinks & make them equally attractive and accessible
- Serve non-salty food (protein is suggested)
- Do not serve alcohol during the last hour of your function