

## **Student guide to hosting law school functions involving alcohol**

Throughout the years, the law school has been the site for many student events involving alcohol. Some events have gone off without a hitch. Some, however, have brought out the worst in our students and guests. Due to these problems, the school has developed protocols and guidelines that need to be followed at all student run events. Some of these rules are law school specific; some are University rules.

- 1) An alcohol use permit must be obtained from Johnson Hall. The application forms are available from the Assistant Dean for Student Affairs.
  - a. The student group must arrange for a faculty/staff person who will be **PHYSICALLY PRESENT** during the entire event. That person must sign off on the alcohol use permit, the student event checklist, and the checklist for faculty/staff supervision.
  - b. The student group must receive permission from the Dean of Students to host the event. The Dean of Students will not approve requests for alcohol-related events until the student group has secured a faculty/staff sponsor for the event, and has filled out the student event checklist.
  - c. The alcohol use permit must be taken to Johnson Hall. The current person doing the approval of such requests is the Vice President for Administration, Francis Dyke.
- 2) A temporary OLCC permit must be obtained. The application forms are available from the Assistant Dean for Student Affairs. There is a cost. This form must be submitted to OLCC after permission to host the event has been obtained from Francis Dyke.
- 3) If the event is to be held outside, or is to use the Courtyard at all, an outside use permit must be obtained from Johnson Hall. The application forms are available from the Assistant Dean for Student Affairs.
- 4) Student event checklist – the Student event checklist must be filled out completely. Additional information may be requested by either the faculty/staff sponsor or the Assistant Dean for Student Affairs. Approval for events may not be given until all questions are answered. The student event checklist is attached to this guide.
- 5) Faculty/staff sponsor checklist – this checklist must be completed by any faculty/staff member who has agreed to sponsor the student event. The checklist is attached to this guide.

## Student Checklist for Alcohol-related events

- Selection of date and room reservation - Rooms/space need to have been reserved

What room/areas of the building have been reserved? Remember that alcohol cannot be sold, given away or consumed anywhere that is not specifically reserved for the event. \_\_\_\_\_

What time will the event start? \_\_\_\_\_  
Remember that alcohol cannot be served until the time set for the event to start.

What time will it end? \_\_\_\_\_  
Remember that all alcohol must be gone at the end time; this includes alcohol in cups that people are drinking from.

- Reason for the event – events cannot be solely about the consumption of alcohol. For instance, the 1L fundraiser, 1Hell, should be described as a Halloween themed fundraiser for the first year class. What is the reason for the event your group will be hosting? \_\_\_\_\_
- Who is the responsible student for this event? \_\_\_\_\_
- What is her/his contact information? \_\_\_\_\_
- Will the student be present during the entire event? \_\_\_\_\_  
If not, additional students must be listed as responsible parties who will be present during the times that the primary student is not. Please list his/her names and contact information \_\_\_\_\_
- Amount and type of alcohol that will be present – the law school has placed a limit on the amount and types of alcohol that may be present at an event. Please estimate the number of people who will attend this event: \_\_\_\_\_  
The amount of alcohol at the event cannot exceed 3 drinks per person based on the estimated number of people attending the event. How much alcohol will be present at the event? \_\_\_\_\_  
What types of alcohol will be available at the event?
- OLCC licensed servers – There must be at least 3 licensed servers at all events. Please list the students who will be servers and attach copies of their OLCC licenses to this checklist.

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- You are required to meet with Jim Horstrup, the building manager, to receive information regarding building cleanup, set-up for the party, ect. Please have Jim initial this checklist after your meeting. \_\_\_\_\_

- Unlimited alcohol events are not allowed unless specific permission is given by the Assistant Dean for Student Affairs. Student groups must work out a system where attendees receive up to 3 drinks with the price of admission. Any additional drinks must be paid for separately, and must cost at least \$3 a cup or glass. Please describe, in detail, what the system will be at this event and, if additional drinks will be available for purchase, how much they will be and if there will be any limits regarding how many additional drinks may be purchased:

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- Student groups must include the following language in any emails, posters, and other advertisements for the event.

**Absolutely no outside alcohol will be allowed at this event. Please don't threaten future events by bringing in your own alcohol.**

Initial here to indicate that you will include the above language in all advertisements for the event. \_\_\_\_\_

- Food – there must be adequate food for the event. This cannot just be chips and pretzels. Please list the types and quantities of food that will be provided.

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\_\_Remember, if you run out of food, you must shut down the service of alcohol.

- Accounting for left-over alcohol – all alcohol left over at the end of the event must be removed from the building. Open cups must be poured out in sinks and then thrown away. Bottles and kegs must be removed immediately from the building. Failure to remove all signs of alcohol consumption from the building may jeopardize future events, even if not related to the current event. Please initial here to indicate you have read and understand this requirement. \_\_\_\_\_

- You are required to provide at least 8 volunteers in addition to the OLCC servers to monitor this event. The volunteers must agree to not consume alcohol during

the event and to read and agree to follow the checklist and guidelines for student events involving alcohol. The volunteers must also agree to be present at the event ½ hour before the start time. If there are not at least 8 volunteers present at that time, and back-up volunteers cannot be located prior to the start of the event, the faculty/staff member will cancel the event. There will be no exceptions to this requirement, so additional volunteers beyond the minimum should be obtained to ensure that your event can proceed according to plan. Please attach a list of the volunteers for this event.

- Faculty/staff sponsor. Who is the sponsor for this event? \_\_\_\_\_

Please provide a copy of the faculty/staff sponsor checklist, signed by the sponsor.

- The student who has been listed as the responsible party must remain at the law school until event cleanup is complete and all alcohol has been removed from the premises. Please initial here to indicate you have read and agree to comply with this requirement. \_\_\_\_\_

## **Checklist for Faculty/Staff sponsor of student events involving alcohol**

\_\_\_\_\_ Yes, I have agreed to be the faculty/staff sponsor for the following event:  
\_\_\_\_\_

\_\_\_\_\_ Yes, I understand that my responsibilities include:

\_\_\_\_\_ Arriving at the event ½ hour before it is set to begin

\_\_\_\_\_ Ensuring that there are at least 8 volunteers

\_\_\_\_\_ Cancelling the event if there are not at least 8 volunteers at the time set for the event to begin.

\_\_\_\_\_ Remaining at the event for the duration. This means I cannot watch movies in my office, grade exams, read papers, etc. I will be physically present during the entire event. If I plan on only being available for a portion of the event, I have arranged for the following person/persons to be responsible for the remaining portion (please list times you will not be present and the names of the faculty/staff members who will be responsible during that time. A separate checklist must be filled out by each person acting as sponsor for any portion of the event).

\_\_\_\_\_ Providing assistance to student organizers when needed to ensure that the event remains safe and professional. This may include asking people to leave, reminding OLCC servers about their legal responsibilities regarding serving alcohol to visibly intoxicated people and calling the Department of Public Safety.

\_\_\_\_\_ Ensuring that no outside alcohol is brought into the building; this includes reviewing the application for an alcohol permit that was submitted by the student group and verifying that no other alcohol is present during the event.

\_\_\_\_\_ Ensuring that there is plenty of food for attendees to eat. If the student group runs out of food, they must stop serving alcohol.