

Alcohol Policy Statement for Student Related Events

Indiana State University seeks to foster intellectual, emotional, and social growth of all members of its community. When students choose to consume alcoholic beverages, Indiana State University encourages responsible practices and behavior in accordance with campus policies and procedures, and the laws of the State of Indiana and the City of Terre Haute. Violation of University policies and procedures or state or local laws related to alcohol, on or off campus, will result in disciplinary action. The President of the University and the Vice President for Student Affairs have been delegated the authority to review and establish policies and procedures for governing all university student events, whether on or off campus or external parties related to the university, in which alcohol will be present.

Indiana State Law

Link to web site: <http://www.in.gov/atc/iseep/2384.htm>

These guidelines are in addition to the Indiana State University Code of Student Conduct which is located on the Student Conduct and Integrity web site: <http://www.indstate.edu/sci/>.

The university permits the use of alcoholic beverages in licensed university facilities and at policy-specified social events. The misuse or abuse of alcohol will not be tolerated on campus. Violation of state laws, local laws, or university policy may result in disciplinary action. Additionally, the appropriate law enforcement authorities may be contacted. Violators will be subject to university sanctions, which may include suspension from the university and/or referral for treatment. This policy also applies to any location where university-related activities occur or when using university vehicles, or when using private vehicles on university business.

1.0 ON-CAMPUS EVENT GUIDELINES

1.1 General guidelines for main campus

1. All alcohol sold on campus will be served through a sold bar operated by the university's food service vendor(s).
2. All student organization events where alcohol is served must be registered and pre-approved by the Office of Student Activities, in accordance with university policies and procedures.
3. For all student organization events at which alcohol is sold, appropriate security personnel acceptable to the University Police must be present to assist in the enforcement of these guidelines. The sponsoring organization is responsible for contacting the University Police for all security arrangements. The Office of Student Activities and Organizations (SAO), through a Social Event Form, will assist all student organizations in contacting University Police for security arrangements.
4. The serving of alcohol must, at all times, conform to state and local laws and university policies.
5. The consumption of alcohol may not be the focus of an event.
6. At any event where alcohol is served, nonalcoholic beverages must also be available at no charge.
7. Substantial snacks must be available, at no charge, for the duration of any event at which alcohol is served.
8. Alcohol will not be served to persons who are, or who appear to be, intoxicated.
9. Alcohol may not be carried onto or off the premises of a permit area.
10. No social event shall include any form of "drinking contest" in its activities or promotion.
11. Sponsors must post hours of sale or service at all points of sale.
12. Alcohol shall not be sold prior to 4 p.m. with the exception of designated events.
13. The sale of alcohol shall not last more than a total of three hours during the event.
14. The sale of alcohol must cease 45 minutes prior to the end of the event.
 - o In special instances, such as concerts or sporting events, the time of last sales will be determined prior to the event; however, it is expected that the cease of sales will be consistent with this 45 minute rule.
15. The sale of alcohol at outdoor events must be maintained in a distinct area, clearly separate from the general area. Appropriate security personnel must monitor all entrances and exits to this area. SAO must approve any setup for outdoor events.
16. In addition to the general guidelines, organization advisors will be notified of all space reservations so they are aware of the organization's event.
17. University recognized advisor(s) of student organizations must approve and be in attendance during the entire event where alcohol is served.

18. These events may not be scheduled from Sunday to Thursday and starting the weekend prior to exam week unless otherwise approved by the Vice President for Student Affairs.
19. Sponsoring organization assumes all financial responsibilities for the event and is to provide all payment for services associated with programs that have been approved to have alcohol sales available. This includes, but is not limited to, servers, security, non-alcoholic beverages, food, supplies, etc.
20. No alcoholic beverages may be purchased through organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization.
21. No organization will receive a portion or percent of alcohol sales.

1.2 Memorial Stadium

1.2.1 Stadium Alcohol Policy: Please keep in mind that Indiana State Excise Police will be actively enforcing State Alcohol Laws at all events held at this location, including the ISU Homecoming Events.

1.2.2. Tailgating and Tents at Memorial Stadium

1. If you are planning to dispense alcohol at your tent whether you charge for it or not, you must have the applicable alcoholic beverage permit or have the event catered by a vendor licensed through Indiana Alcohol Commission.
 - a. Permits types vary based on the type of alcohol (beer and wine and/or mixed drinks) that you will be dispensing. Applications and information regarding the permits can be found at the Indiana Alcohol & Tobacco Commission website: www.in.gov/atc/.
2. Alcohol for strictly personal use is allowed without a permit, in accordance with federal, state, and local laws.

Anyone having questions regarding alcohol laws or enforcement should contact State Excise Police at (812) 882-1292 or ISU Police Chief at (812) 237-7829.

1.3 On-Campus Student Organization Sponsored Events with Alcohol Service

1.3.1 Policy Guidelines for On-Campus Student Organization Sponsored Events

1. Only groups recognized and registered with Student Activities and Organizations (SAO) are eligible to host events on campus where alcohol is served.
2. Requests and applications for an event serving alcohol must be made through SAO.
3. Requests must be made a minimum of six (6) weeks in advance of a planned event. Organizations are urged to begin the process three (3) months before the event to increase the likelihood that the venue will be available.
4. Only organizations that are in good standing at the time of the request and at the time of the event will be allowed to move forward with hosting the event.
 - a. Please note that “good standing” will be defined by SAO; and SAO will conduct checks of an organization’s standing at the time of the request and again prior to the event.
5. After a request for an event is made and the organization is determined to be in good standing, SAO will check the date to determine venue availability.
 - a. Even if the organization receives preapproval to reserve a venue for their event, final confirmation must be obtained through SAO when there is an expectation that alcohol will be served.
 - b. SAO reserves the right to request that a venue be moved based on the perceived needs of the organization, availability of space, other university events, and other reasonable factors. This will be done on a case by case basis.
6. SAO will request a Security Assessment of the event by ISU University Police (PS).
 - a. The Security Assessment will consider time, size and attendance of the event as well as the history of the host organization.
 - b. PS will make a determination of the number of security personnel to be assigned and security measures to be followed.
 - c. Cost of the security will be the responsibility of the host organization.
 - d. PS also reserves the right to recommend the event not be held. Reasons for this type of recommendation will be explained in writing by PS

7. SAO will coordinate with Sodexo Services, the exclusive food and beverage vendor for ISU.
 - a. Sodexo Services is responsible for the service of alcohol and complying with all existing state and local laws as well as established university policies.
8. If the event is approved and all standards are met, a contract will be signed no later than four (4) weeks prior to the event.
 - a. SAO will explain in detail the cost breakdown and payment schedule to the host agency.
 - b. A security deposit may be required at the time a contract is signed.

1.3.2 Event Guidelines

1. ISU students must present their Student Identification Card at the time of ticket purchase and event entry.
2. Where alcohol is served, ISU students will be allowed **ONE** guest.
 - a. A guest will need to present government issued identification at time of ticket purchase and event entry.
 - b. At the time of entry into the event, the guest must be accompanied by the host ISU student.
3. SAO may require host organizations and or their members to submit guest lists in advance of the event.
 - a. If guests are approved, they will be required to show a government issued identification.
 - b. If a guest list is requested by SAO and not provided within the designated time frame prior to the event, (a) the event may continue but no guests will be allowed entry or (b) the event may be canceled due to failure of the organization to comply with an SAO requirement associated with the event.
4. **No ISU students or guests will be allowed entry into the event without meeting the above stated criteria.**

1.3.3. Alumni Attendance at Organization Sponsored Events Including Alcohol

1. Organizations may request that alumni attend events in which alcohol is being served.
2. As with other guests, SAO may request a list in advance of any alumni expected to attend the event.
3. Alumni in attendance will need to show a government issued identification at time of ticket purchase and at event entry.
4. Alumni do not require a current student host but are limited to one guest.

1.3.4. Ticket Sales to Organization Sponsored Events Including Alcohol

1. Ticket sales must be handled by the SAO.
2. All ticket sales for events are final.

1.3.5 Rules and Responsibility

1. The host organization is responsible for complying with all federal, state, and local laws and regulations including those related to the venue.
2. Students and all guests are also expected to conduct themselves in a manner consistent with the Code of Student Conduct.

2.0 PUBLICITY

1. Advertising for events where alcohol is to be served shall not contain visual representations of such items as foaming mugs, beer cans, kegs, or other items promoting alcoholic beverages. Publicity may state the variety of refreshments available, with no single refreshment receiving undue emphasis.
2. All publicity must state that a valid driver's license or state of Indiana photo identification is required to determine whether persons may purchase or consume alcoholic beverages.
3. All advertising and publicity for both on- and off-campus events must conform to state and local laws and the policies of the university, and include the name of the sponsoring organization. Publicity will not be approved for off-campus events that do not conform to university policy or that promote the unlimited consumption of alcohol. It is the responsibility of the sponsors of an event to ensure that advertising conforms to these guidelines.
4. All publicity must be approved through Student Activities and Organizations.

3.0 IDENTIFICATION AND SECURITY

For all events where alcohol is sold, appropriate security personnel acceptable to the University Police must be present to assist in the enforcement of these guidelines. The sponsoring organization is responsible for contacting the University Police Department for all security arrangements. Student Activities and Organizations will assist with this process.

4.0 OFF-CAMPUS EVENT GUIDELINES

1. All events must meet the event planning guidelines in the Registered Student Organization Event Management Guidelines. <http://www.indstate.edu/sao/>

2. Events held off-campus using, or implying, the Indiana State University name, utilizing the Indiana State University accounting system, or off-campus events publicized on campus are subject to all university policies and procedures. These events must be registered through Student Activities and Organizations by completing a Social Event Registration form.
3. Student organizations holding events off campus assume all financial and legal responsibility.
4. Student organizations are subject to all state and local laws relative to the consumption of alcohol. The complete text of state liquor law and related regulations can be found in the Indiana Revised Code.
5. These events may not be scheduled from Sunday to Thursday and starting the weekend prior to exam week unless otherwise approved by the Vice President for Student Affairs.
6. All events sponsored by fraternities and sororities at off-campus events, must adhere to current FIPG Risk Management Policy (available here: www.fipg.org). FIPG policy applies to any event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity/sorority.
7. No alcoholic beverages may be purchased through or with organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization.
8. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for examples kegs or cases, is prohibited.
9. Rapid consumption (i.e. shots, funneling, etc.) and drinking games (i.e. beer pong, dares, flip cup, century club, power hour, etc.) are prohibited at any organization or perceived organization activity.
10. No organization may co-sponsor an event with an alcohol distributor or venue at which alcohol is given away, sold, or otherwise provided to those present. Organizations may rent, reserve, or host functions at a venue where alcohol is sold so long as the third party vendor maintains all legal licenses for such operations.
11. Indiana State University Division of Student Affairs adheres to the FIPG Risk Management Policy as a framework for alcohol and social host responsibilities. Many of the above guidelines are adaptations of published of the FIPG Risk Management Policies (available here: www.fipg.org).

Indiana State Excise Police will actively enforce State Alcohol Laws. If you are planning to dispense alcohol whether you charge for it or not, you must have the applicable alcoholic beverage permit or have the event catered by a vendor licensed through Indiana Alcohol Commission. Permit types vary depending on the type of alcohol (beer and wine and/or mixed drinks) that you will be dispensing. Applications and information regarding the permits can be found at the Indiana Alcohol & Tobacco Commission website: www.in.gov/atc/. It is a violation of State Law to sell or give alcohol to others or to leave alcohol in an unattended location where anyone could have open access to it.

Anyone having questions regarding alcohol laws or enforcement should contact Indiana State Excise Police at (812) 882-1292 or ISU Chief of Police at (812) 237-7829.

5.0 SANCTIONS

The university will enforce all state and local laws relative to the consumption of alcohol. Individuals and/or student organizations violating this policy are subject to all relevant penalties including referral to the university Office of Student Conduct and Integrity. Please refer to the Code of Student Conduct for more information <http://www.indstate.edu/sci/>.

Faculty/Staff advisors in violation of this policy will be addressed through Human Resources, the University Handbook and University policies.

6.0 CORPORATE SPONSORSHIP

1. Promotional items provided by corporate sponsors, including sponsors from the alcohol beverage industry, must be approved in advance by Student Activities and Organizations.
2. University marks may not be used in conjunction with the sale or promotion of alcoholic beverages.

7.0 RESIDENTIAL Life

7.1 All appropriate university, local, and state regulations, as well as the following govern the use of alcohol in the residential communities:

7.2 In all residence halls except designated hall(s), students are not permitted to possess and/or consume alcoholic beverages regardless of age. In accordance with University Policy, students of legal age (21 years or older) who are living in Designated hall(s) may possess and consume alcoholic beverages within their own rooms/suites subject to the laws of the State of Indiana and the following provisions:

1. The youngest roommate or the youngest person in the room/suite determines the age of the room.
2. Alcohol is only allowed in the room/suite if BOTH roommates and ALL persons in the room are of legal drinking age as defined by the laws of the State of Indiana.
3. If one roommate is of legal drinking age and the other is not, even if the roommate who is not of legal drinking age is not in the room/suite alcohol, is not allowed.

7.3 Alcohol Policy for Designated Residence Hall(s)

1. Alcoholic beverages may be possessed and consumed for personal use only. Bulk containers, (kegs, beer balls, beer bongs, etc.) of any type are not permissible.
2. Alcohol must be confined to the individual's room with the door closed. Alcohol is not allowed in public areas of the floor such as the hallway, floor lounge, bathroom or elevator.
3. Alcohol in the presence of minors – No person of legal drinking age shall drink alcohol in the presence of minors (those under the age of 21 years). Person of legal drinking age in designated hall(s) are permitted to drink alcohol in their private room/suite with the door closed; the age of the youngest resident determines whether alcohol is permitted in the room/suite.
4. For additional information related to Residence Halls please refer to the Residence Hall Handbook <http://www.indstate.edu/reslife/pdf/2011-%202012%20Res%20Hall%20Handbook.pdf>