



TEXAS TECH UNIVERSITY
Office of the Provost

Student Life™

Social Event Guidelines

Philosophy Statement on Alcohol:

Texas Tech University believes in the benefit of student organizations and advocates for the students in their pursuit of upholding their organizational purpose. Our mission is to provide a quality undergraduate student experience enhancing student development with a commitment to [...] prevention with all community stakeholders. Texas Tech University is committed to providing a safe social experience for members and guests. Student Involvement believes that alcohol abuse and unsafe social events prevents individual members from realizing their full potential as citizens and contributing members of the campus community.

While the moderate and legal consumption of alcohol, in and of itself, does not constitute a problem, the illegal use and abuse of alcoholic beverages is widely recognized as a major problem in our society. Seeking to be a responsible member of the Texas Tech University community, we are highly concerned with alcohol abuse. The Student Involvement staff believes very strongly in the betterment of men and women through our organizations and upholds the following philosophy specifically related to alcohol:

- The Office of Student Involvement expects that our organizations and students will follow all applicable laws concerning alcohol.
- The Office of Student Involvement supports and enhances the mission of Texas Tech University through the application of student development theory.
- The Office of Student Involvement works to address the negative behaviors associated with alcohol misuse and abuse. As such, the Office of Student Involvement strives to address these behaviors with a comprehensive educational approach.
- Through education, training, and partnerships, we provide the tools to help students make good choices, and to understand the consequences of their choices. The Office of Student Involvement will hold organizations and individual members accountable for the choices they make.
- The Office of Student Involvement expects personal responsibility from its members and accountability through self-governance.
- The Office of Student Involvement follows a consistent and progressive discipline strategy with our organizations in partnership with students, advisors, inter/national headquarters staff, and the Office of Student Conduct.
- We are concerned for the safety and well-being of our members and guests.

Purpose of Guidelines:

The purpose of the Social Event Guidelines is to allow the Office of Student Involvement the ability to work with organizations and student leaders to better understand their inter/national organizations' policies if applicable and provide a backstop for the expectations we have of our organizations while hosting social events.

The Guidelines:

The Social Event Guidelines shall apply to all student organizations listed on TechConnect.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on organization premises or during a organization event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the organization, must be in compliance with any and ally applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

2. 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. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, are prohibited.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on or off campus premises or during a organization event or at any event that an observer would associate with the organization is strictly prohibited.

6. No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

7. No organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host organizations.

8. All recruitment or rush activities associated with any student organization will be non-alcoholic. No recruitment or rush activities associated with any organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the organization. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, / "big sister - little sister" events or activities, "family" events or activities and initiation.

The Procedures:

These guidelines apply to all social events, on or off campus, planned by student organizations registered through the Office of Student Involvement. The Office of Student Involvement and the Office of Student Conduct will utilize the “Reasonable Observer Rule” to determine if the event is associated with an organization.

The Education:

The Office of Student Involvement staff will educate organization leadership and advisors on this policy annually through requested Ladder of Risk presentations, social event management digital resources, and the Risk Management Trainings.

For more information, refer to the Office of Student Involvement website:

<https://www.depts.ttu.edu/centerforcampuslife/Involvement>.

Ladder of Risk presentations may be requested by emailing studentsorgs@ttu.edu.

Digital resources, to include the BYOB and Third Party Vendor Guidelines, are available on the Student Involvement website.

The Enforcement:

Failure to meet the expectations of any part of these guidelines could be a violation of the *Student Code of Conduct, Section B., 17. Violation of Published University Policies, Rules or Regulations* and will be referred to the appropriate governing judicial board or the Office of Student Conduct at the discretion of the Office of Student Conduct staff.

Information borrowed heavily from Pi Kappa Phi Fraternity resources [<http://www.pikapp.org>] and the Fraternal Information & Programming Group [<http://www.fipg.org>].



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BRING YOUR OWN BEVERAGE (BYOB) CHECKLIST

The BYOB guidelines provided throughout this resource guide are suggestions for safe and practical implementation. Individual student organizations must still follow their inter/national as well as institutional policies, if said policies are more specific and/or more stringent. If questions arise, this checklist does not supersede any local, city, state, university, national laws, statutes and polices, or common sense. These guidelines are designed to help you implement a BYOB event.

Theme:

- All event themes should use common sense and be appropriate.
- Event themes should not be disrespectful or degrading to any person or population.

Entrance:

- One well lit entrance, controlled and monitored by security or older members. The preferred method is security that is contracted, licensed, and bonded.
- Monitors check to see if those seeking entry are members or have an invitation and are on the guest list.
- IDs are checked by older, initiated members, not new members.
- Members and guests with alcohol are required to show proof of legal drinking age (the invitation guest list should also have the birthdays of members and guests). A picture ID with a birth date should be required.
- A guest's name is checked once they have entered the event.
- Several exits must be available due to fire codes and laws; however, exits can not be used as entrances.

Invitation Guest List:

- Invitation guest lists with specific names and birthdays of all members and invited guests should be generated for each function.
- Invitations should be issued to the guest(s) that a member wishes to invite to the event.
- Invitation guest lists should be made 24 hours prior to the event. After this time, no substitutions or add-ons are permitted. A ratio of two-three guests per member is suggested.

Wristbands

- Members and guests who are of legal drinking age and bring alcohol to the event should receive a nonadjustable, event specific wristband (carnival / amusement park type is recommended).
- The individual's name is checked off the invitation guest list and the type of alcohol brought is written by his/her name.
- Members and guests who are not of legal drinking age or do not bring alcohol do not receive a wristband, but do receive a chapter specific hand stamp after checking in.
- Members and guests without a wristband should not be consuming alcohol.

Punch Cards

- For each and every event, punch cards should be created that are event specific.
- Punch cards should be about credit card size with the following information: name, birthday, type of alcohol / amount brought, date of event, location to punch up to six holes for consume alcohol.
- Punch cards, unlike tickets are easy to handle and are a more effective means for proper distribution.
- Punch cards are to be collected at the exits when guests leave the event.

Types and amounts of alcohol.

- The following stipulations apply per person for a typical four-to-five-hour function: Maximum of six (6), twelve (12) ounce cans / plastic bottles of beer / wine coolers / malt beverages.
- No glass bottles.
- No cases, twelve-packs, or other alcohol containers larger than six 12 oz. beers.
- No squeeze bottles, water bottles, beer bong, party balls, pitchers, tumblers, or other containers.
- No kegs or hard alcohol.
- No alcohol for common use.
- No shots, drinking games, or other activities that encourage inappropriate behaviors.

Food and non-alcoholic beverages

- The student organization should provide an amount of non-alcoholic beverages at least equal to the total number of people in attendance at the event.
- Breads, meats, cheeses, vegetables, cookies, subs, pizza, brownies, fruits, and dips are considered appropriate foods. The student organization should avoid salty foods.
- All food and non-alcoholic beverages should be free to all attendees.
- Food and non-alcoholic beverages should be contained within one centralized location.
- During the last 45 minutes of an event, alcohol service should stop; a new non-alcoholic beverage and food item should be served for those who wish to switch beverages and begin winding down.

Student Organization Monitors and Security

- Monitors are charged with regulating social events and maintaining the risk management policy of the student organization(s) involved.
- Monitors are not to consume alcohol for a reasonable amount of time prior to and during the social event.
- One monitor for every 10-15 attendees is advised.
- If the event is co-sponsored between two student organizations, monitors must be used from both organizations to ensure the safety of all guests and that all applicable rules are applied to all members equally.
- Monitors should be older members of all participating organizations who will serve as general monitors or service monitors working at the service distribution center. New members should not be serving as monitors.
- Specialty clothing may be worn by the monitors to set them apart from the rest of the attendees.
- Presidents and social chairs should limit their use of alcohol (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained.
- Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list.

Service Distribution Center

- One centralized location should be established for the distribution of all alcoholic beverages.
- No other location, especially members' rooms, can be used for the distribution of alcoholic beverages.
- The holding tank, which serves as a cooling area for the alcohol brought to the function by members and guests, is as simple as a large rubber trash can filled with ice.
- Anyone who wishes to acquire an alcoholic beverage that he/she brought to the event must present the punch card, show their wristband, and return an empty can, if this is not the first request (returning the cans assists the chapter with its recycling efforts and helps ensure that alcohol is not being given away to others once it leaves the service center).
- The service monitors must not serve anyone who is intoxicated, even if the person has alcohol remaining.
- Only one alcoholic beverage may be acquired at a time.
- Left-over alcohol can be picked up the following day. Otherwise, it is to be discarded.



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Student Organization Events with Alcohol

Third Party Vendor Checklist

An increasingly popular option for student organizations to consider when planning events with alcohol is the use of a third-party vendor. Using a third-party vendor for an event can mean one of two things. First, an organization can utilize a third-party vendor by paying for the services of a person licensed to sell and dispense alcohol during recognized student organization events.

A second method to using a third-party vendor includes reserving or renting out an establishment (i.e., Bar or tavern) that is licensed to sell alcoholic beverages. In either of the two methods, a non-organization member is licensed by the State to sell alcohol drink by drink to individuals invited to the party and on a guest list.

The following checklist is meant to assist you in working with third-party vendors to plan an event with alcohol.

THE VENDOR/ BAR

MUST;

___ 1. Be properly licensed by the appropriate local and state authorities. The vendor should agree to make a copy of the TABC Caterers Permit and attach it to this checklist for the records of the organization reserving the bar or requesting the service.

___ 2. Be properly insure with a minimum of \$1,000,000 (or greater if required by an affiliate) of general liability insurance. This coverage is evidenced by a properly completed Certificate of Insurance prepared by the third part vendor's insurance provider.

- ❖ If the student organization is hiring a vendor to sell alcohol in a place other than a bar or tavern, the Certificate of Insurance must show evidence that the vendor has, as part of the coverage, "off premise liquor liability coverage and non-owned and hired auto coverage."
- ❖ The Certificate of Insurance must name as additional insured (at a minimum) the recognized student organization hiring the vendor.

**ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT
REQUIRED CLAUSES.**

___ 3. Agree in writing to cash or credit card sales only, collected by the vendor, during the function.

___ 4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- A. Checking identification cards upon entry;
- B. Not serving minors;
- C. Not serving individuals who appear to be intoxicated;
- D. Maintaining absolute control of ALL alcoholic containers present;
- E. Collecting all remaining alcohol at the end of a function. No excess alcohol – opened or unopened – is to be given, sold or furnished to the organization.
- F. Removing all alcohol from the premises.

___ 5. Receive money from the organization only for the service of utilizing the vendor's service and/or rental of the facility (bar, tavern, etc.). Individual participants/attendees will be responsible for the purchase of alcoholic drinks. No money will be received from the organization for the purchase of alcohol.

___ 6. Agree that only individuals named on the guest list will be admitted to the bar, tavern, etc., for the duration of the time the facility has been rented by the organization.

___ 7. Agree not to publicize or advertise the organization's use of the facility/service.

___ 8. Not rent the facility at a reduced rate in exchange for anything provided by the organization (i.e., anticipated alcohol sales, percentage of sales, advertisement, etc.) or set drink specials for the event.

THE ORGANIZATION MUST:

___ 1. Pay for the bartender's services and/or facility rental fees **ONLY**. Student organization funds must not be used to purchase alcoholic beverages.

___ 2. Not coordinate the purchase of alcoholic beverages for members or guests. This includes coordinating purchase of drinks from the third-party vendor and bar, as well as a "pass the hat" method and/or "paying a tab."

___ 3. Develop a guest list prior to the event and enforce this guest list at the entrance of the event involving alcohol. Persons not on the guest list must not be admitted to the event.

___ 4. Not have alcohol present at any recruitment or new member event or activity.

___ 5. Develop a written agreement signed and dated by the organization president and the vendor or bar stipulating agreement to the items in this checklist.

___ 6. Ensure non-alcoholic drinks and non-salty foods are available and free of charge throughout the function.

___ 7. Promote responsible driving decisions (e.g., CARPOOL, designated drivers, and taxis).

This form should be used in conjunction with a signed and dated contract by the student org president, event coordinator, **and** the vendor. In doing so, both parties commit to being held accountable to these things while working together on a safe, successful event. For assistance with the contract process, please contact the **Office of Student Involvement at 806-742-5433** or by email at studentorgs@ttu.edu.