

Appendix 1: Procedures for Events with Alcohol

Policy

Eligibility and Scope.

Any student organization hosting a student organization-sponsored activity at which alcoholic beverages are consumed, served, or sold must register the event with the Office of Student Life. Only Student Organizations which are officially recognized by the Office of Student Life and in good standing (i.e., not frozen or inactive) are permitted to host and register student organization-sponsored events at which alcoholic beverages are consumed, served, or sold. Unregistered student groups and individual students are not permitted to register a student organization-sponsored activity at which alcoholic beverages are consumed, served, or sold.

Compliance with the law and University policies.

Student Organizations wishing to initiate a student organization-sponsored activity at which alcoholic beverages will be served must comply with all University policies and all applicable federal, state and local laws pertaining to the procurement, sale, and/or distribution of alcoholic beverages.

University Authority.

- University officials may inspect the event/activity at any time and shall have the absolute right to terminate the event/activity or the service of alcoholic beverages at the event/activity. If directed to terminate the sponsored event/activity, the Sponsor(s) must immediately cease the event/activity.
- While an alleged violation of these Procedures is being investigated by the University, the University, which includes but is not limited to, an academic college or university department, the Office of Student Life, and Student Rights & Responsibilities reserves the right to pause the review process, instruct the Sponsors to pause any efforts to fulfill duties under this Policy, or revoke the registration for any pending student organization-sponsored activity at which alcoholic beverages may be served for the sponsoring organization(s).
- The George Washington University reserves the right to update and modify any of the terms and regulations contained within these Procedures, at any time and in our sole discretion.

Event Registration and Review Process.

Student Organizations wishing to initiate an activity at which alcoholic beverages will be consumed, served, or sold must create an event for their organization in GW Engage, then complete the accompanying questionnaire regarding the presence of alcohol. The questionnaire is found within the Engage event creation form.

- Student Organizations must submit an Event registration form for a sponsored activity at which alcoholic beverages will be served for activities, including but not limited to, those that are advertised by, partially or wholly funded by, hosted or co-hosted by, or facilitated on behalf of the Student Organization(s) which take place on or off university premises.
- Event registration must be submitted in GW Engage at least nine (9) business days in advance of the event.

- Student Organizations will receive an email from the GW Engage system once the event registration form is submitted confirming registration. Events are not considered approved until the Office of Student Life communicates final approval.
- Pursuant to University policies governing undergraduate and graduate Student Organizations entering into binding contracts with non-university companies, contracts between Third-Party Vendors & University-Approved Vendors and Student Organizations must be submitted to the assigned Staff Advisor at least 6-8 weeks prior to the intended activity's date. All contracts are to be reviewed by the Staff Advisor and Vice Provost of Student Affairs and must comply with these procedures.

Event Requirements.

- **Time of Event.** Student organization-sponsored activities at which alcoholic beverages are consumed, served, or sold may not take between the day after the last day of classes until the conclusion of final exams. These days include, but are not limited to, the published university reading days, make-up days, or final exam days. Undergraduate student organizations' timeline will follow the published University academic calendar. Graduate and professional student organizations will follow the academic calendar for their designated school if different than the University academic calendar (the school-based calendar must be provided in writing from the School website or School authority). Unless otherwise specified by other published university policies, alcoholic beverages may only be served, sold, and consumed at student organization-sponsored activities during the following hours: Sunday through Thursday, 2:00 p.m.-11:30 p.m., and Friday and Saturday, 2:00 p.m.-1:30 a.m.
 - Student organizations must hire a University-approved Event Authority for any student organization-sponsored activity at which alcoholic beverages are to be consumed, served, or sold. For on-campus events, the Event Authority may provide these services in coordination with the organization's designated sober monitors as outlined below:
 - A. The Event Authority can conduct age verification, monitor entrances and exits to the event, conduct wristbanding for drink ticket distribution, and distribute alcohol in accordance with the chosen system (drink tickets or cash bar, as outlined in below). The vendor should be staffed appropriately relative to the event size.
 - B. Each organization wishing to host Events with Alcohol must designate a Risk Manager on their Engage Profile. The Risk Manager will be responsible for ensuring compliance with all Events with Alcohol policies, and overseeing sober monitors. The Risk Manager will be required to attend a training at the beginning of the semester on safety practices and addressing overconsumption. Organizations whose designated Risk Manager does not attend the training will not be permitted to host Events with Alcohol until the training is completed.
 - If the sponsored activity is taking place at a Third-Party Vendor site or with a University-Approved Vendor, regardless of location, employees from the respective vendor must be identified as Event Authorities.
 - A. Event Authorities must be notified by the sponsoring organization(s) of the authorized system and procedures pertaining to the distribution of alcoholic beverages prior to the activity taking place.
- **Point of Contacts.** Student Organizations intending to host or co-host a student organization-sponsored activity at which alcoholic beverages are consumed, served, or sold

must identify the Primary Contacts and Secondary Contacts for the sponsored activity on the Engage registration application.

- The Primary Contact will be responsible for the Sponsor(s) overall adherence to University policy and the law at the sponsored activity. This student will oversee the implementation of the authorized system for the distribution of alcoholic beverages at the sponsored activity. This individual will work with Event Authorities and any university official in addressing any violation(s) of University policy and the law and in circumstances when the health and safety of attendees may be at risk.
 - The Secondary Contact will assist the Primary Contact in complying with university policy and the law at the sponsored activity and working with Event Authorities and any university official in implementation of the authorized system for the distribution of alcoholic beverages at the sponsored event.
 - Primary Contacts and Secondary Contacts who fail to adhere to their respective responsibilities at a student organization-sponsored activity at which alcoholic beverages are consumed, served, or sold may be subject to removal from the sponsored activity, be ineligible to participate in a sponsored activity in the future in the same role, and/or be subject to administrative and/or conduct action by the university. Should this occur, the student organization(s) that sponsored the activity may also be subject to administrative and/or conduct action by the University.
- **Sober Monitors.** Student Organizations intending to host or co-host a student organization-sponsored activity at which alcoholic beverages are consumed, served, or sold must identify the required number of sober monitors for the sponsored activity.
 - Sober monitors are enrolled students in the sponsoring organization(s) who will refrain from consuming alcoholic beverages the day of and during the sponsored activity.
 - Undergraduate Student Organizations must identify at least one (1) sober monitor for every twenty-five (25) anticipated attendees at a sponsored activity. Professional & Graduate School Student Organizations must identify at least one (1) sober monitor for every fifty (50) anticipated attendees at a sponsored activity. Primary and Secondary Contacts can count towards the number of required sober monitors.
 - The responsibilities of a sober monitor will include but are not limited to, assisting the Primary Contact, the Secondary Contacts, Event Authorities, and any university official in addressing any violation(s) of University policy or the law, or assisting in circumstances when the health and safety of attendees may be at risk. A sober monitor must be aware of and follow the authorized system for the distribution of alcoholic beverages at the sponsored activity and must stay at the sponsored activity throughout its duration. A sober monitor will also ensure that food and non-alcoholic beverages are available for consumption at the sponsored activity.
 - Sober monitors, who fail to adhere to their respective responsibilities at a student organization-sponsored activity at which alcoholic beverages are served may be subject to removal from the sponsored activity, be ineligible to participate in a sponsored activity in the future in the same role, and/or be subject to administrative and/or conduct action by the university. Should this occur, the student organization(s) that sponsored the activity may also be subject to administrative and/or conduct action by the university.

- **Food and Non-Alcoholic Beverages.** Food and non-alcoholic beverages must be provided by the sponsor(s) for consumption throughout the duration of the sponsored activity at no cost to participants. Food provided should be substantial and must be appropriate for the number of attendees and the duration of the event. Specific details regarding quantity and type of food and non-alcoholic beverages offered must be provided on the event registration form. Adherence to this standard will be evaluated by the event reviewer(s) and approved or denied at the discretion of designated reviewer(s).
- **Drinking contests or games of any kind are prohibited.**
- **Alcohol cannot be donated for a student organization-sponsored activity at which alcoholic beverages are consumed, served, or sold.**
- **Businesses or companies in the alcohol industry cannot co-sponsor student organization-sponsored activities at which alcoholic beverages are consumed, served, or sold.**

Beverage Distribution.

If registration is approved, alcoholic beverages may be served or sold to individuals who are 21 years of age and older at student organization-sponsored activities through a cash bar system or a drink ticket system as described within these procedures. **Open bar systems are prohibited.**

- Only one system of alcoholic beverage distribution may be utilized at a student organization-sponsored activity.
- Unless otherwise specified by other published university policies, alcoholic beverages may only be served by personnel of a University-Approved Vendor or a Third-Party Vendor that is certified/licensed to serve alcohol and must follow the authorized system for the distribution of alcoholic beverages.
- For activities occurring in the University Student Center, all servers shall be under the supervision of a manager provided by the University-Approved Vendor.
- The vendor/server must provide written acknowledgment of its understanding, compliance, and enforcement of these procedures and its respective jurisdictional laws, to include D.C. laws, governing the service of alcohol as part of the registration process.
- Attendees may not bring alcoholic beverages to, or remove alcoholic beverages from, the designated area of the sponsored activity.
- If the sponsored activity is a fundraiser, the cash bar distribution system must be utilized. Monies collected from alcohol sales cannot be counted towards funds raised.

Drink Ticket System.

- A drink ticket must be purchased from or provided by a Third-Party Vendor or a University-Approved Vendor to be exchanged for one alcoholic beverage during the student organization-sponsored activity.
- Whenever drink tickets are sold, the Third-Party Vendor or a University-Approved Vendor must have a current license or certification within the appropriate jurisdiction associated with the lawful procurement, sale, and/or distribution of alcoholic beverages.
- Professional & Graduate School Student Organizations, if authorized by their Staff Advisor, and the venue, may pre-purchase alcoholic beverages from a Third-Party Vendor or a University-Approved Vendor for distribution to persons of legal age during a student organization-sponsored activity. In these circumstances, a person of legal age must be provided a drink ticket in order to obtain an alcoholic beverage during the sponsored-activity.
- Drink tickets can be made available only at the time of an individual's arrival to the event.
- No more than three (3) drink tickets can be provided to an individual attendee at a student organization-sponsored activity.

- The maximum number of drink tickets that can be made available for distribution to each attendee shall depend upon the intended and/or remaining duration of the sponsored activity. The number of tickets available declines with the remaining time of the sponsored activity:
 - Events that are two hours or less: 1 drink ticket
 - Events between two and three hours: 2 drink tickets
 - Events between three and four hours: 3 drink tickets
 - Events with alcohol may not be longer than four hours.

Responsibilities at the Event

- The Third-Party Vendor, University-Approved Vendor, Event Authority, and the Sponsor(s), are responsible for managing the property during the sponsored activity and have the authority to supervise the delivery, storage, service, consumption, and removal of alcoholic beverages to and from the location of the activity.
 - If the Sponsor(s) violates this Policy or other University policies, or if public safety concerns so warrant, the Third-Party Vendor, the University-Approved Vendor, Event Authority, a University official, or law enforcement officials shall have the right to terminate the activity or the service of alcoholic beverages at the activity.
 - If directed to terminate the sponsored activity, the Sponsor(s) must immediately cease the activity.
- Sponsors are responsible for the behavior and conduct of their members and their guests at any sponsored activity at which alcoholic beverages are consumed, served, or sold. Violations of law, these procedures, or other University policies at an activity at which alcoholic beverages are consumed, served, or sold may result in administrative or conduct action for the hosting or co-hosting student organization and/or the respective individual students.
- Should a violation of University policy be determined prior to a sponsored activity taking place, the assigned Staff Advisor in the Office of Student Life, the Staff Advisor of a respective Academic College or University department, or the Office of Student Rights & Responsibilities shall have the right to immediately withdraw any prior approval granted for the event. Should this occur, the event no longer becomes a student-organization sponsored activity.
- Should violations of University policy or the law occur at a sponsored activity at which alcoholic beverages are served, which are observed by the Sponsor(s), Event Authority, university officials, including GYPD officers, a law enforcement agency, representatives of a D.C.-certified security agency (or similar in other jurisdictions), a Third-Party vendor, or a University Approved Vendor, those individuals are authorized to take appropriate action to resolve the violation, to include the termination of the sponsored activity.

Promotion of the Event

- Promotion and publicity of sponsored activities cannot occur until the activity is approved and registered and must follow these procedures and the other published guidelines of the University's posting policies, including but not limited to the Code of Student Conduct and the GW Housing Poster Policy.
- All advertisements, promotions and social media campaigns for registered events must include the following statement: "Alcohol will be available via the (INSERT DISTRIBUTION METHOD) for individuals 21 and over with a valid, government-issued ID."
- Promotion and publicity material for a sponsored activity, including but not limited to, banners, posters, palm cards, flyers, or any form of electronic media, etc. may not promote or emphasize illegal activity, drugs, alcohol, sexual situations, contain sexual innuendos, or disparaging individuals or groups on the basis of identity.

Definitions

- "Event Authorities" of a student organization-sponsored activity, include but are not limited to university officials (for example, GWPD officers, or other university employees), representatives of a D.C.-certified security agency, and individuals employed by a Third-Party Vendor or a University-Approved Vendor, who will provide services (for example, age verification) at such activities.
- The "cash bar" system approved by the university is defined as the purchase of an alcoholic beverage from a Third-Party Vendor or a University-Approved Vendor with cash, to include the use of a credit/debit card, whether the activity is to take place on or off university premises.
- The "drink ticket" system approved by the university is defined as a single ticket exchanged for a single alcoholic beverage.
- "Legal age" means 21 years of age or older.
- An "open bar" system approved by the university is defined as university-sponsored activity at which consumption is not limited and distribution of alcoholic beverages is provided at no cost to individuals.
- The "Primary Contact" is sober and responsible for the student organization's overall adherence to university policy and the law at the sponsored activity.
- "Staff Advisor" is the staff member assigned as the staff advisor to the student organization. Advisor assignments are made by the Office of Student Life. Student Organizations that do not have a staff advisor should utilize the Student Organization Resource Desk and orghelp@gwu.edu.
- The "Secondary Contact" is sober and will assist the "Primary Contact" in complying with university policy and the law at the sponsored activity.
- "Sober monitor" is a member of the student organization that is sponsoring the activity. They are required to refrain from consuming alcohol the day of and for the duration of the sponsored activity.
- "Sponsors" of a university-sponsored activity means the student(s), or student organization(s) initiating, conducting, directing, or supervising the activity.
- "Student" means any currently enrolled person, full-time or part-time, or on continuous enrollment, pursuing undergraduate, graduate, or professional studies, whether or not in pursuit of a degree or any form of certificate of completion.
- "Student group" means students who are associated with each other, but who have not complied with formal university requirements for registration as a student organization.
- "Student organization" means any number of students who have complied with university requirements for registration with the Office for the Student Experience as a student organization.

- "Third-Party Vendors" means business establishments maintaining a current license or certification associated with the lawful procurement, sale, and/or distribution of alcoholic beverages in their respective jurisdictions.
- "University" means the George Washington University and all of its undergraduate, graduate, and professional schools, divisions and programs.
- "University-Approved Vendors" means Third-Party Vendors that have been approved by the university for work at university-sponsored activities.
- "University premises" means buildings or grounds owned or leased by the university, or in which the university has an ownership interest, including, but not limited to, buildings or grounds in which students reside and university food service facilities are located; University Student Center facilities; Columbia Plaza; and facilities operated in the name of any officially registered student organization. This definition is not limited to buildings or grounds owned or leased by the university at the Foggy Bottom campus.
- "University-sponsored activities" means events and activities initiated by a student, student organization, or university department, faculty member, or employee that: Are expressly authorized, aided, conducted, or supervised by the university; or Are funded in whole or in part by the university; or Are initiated and conducted or promoted by an officially-registered student organization, university department, faculty member or employee.

Definitions

- "Event Authorities" of a student organization-sponsored activity, include but are not limited to university officials (for example, GWPD officers, or other university employees), representatives of a D.C.-certified security agency (or similar agency in another local jurisdiction), and individuals employed by a Third-Party Vendor or a University-Approved Vendor, who will provide alcohol management services (for example, age verification) at such activities.
- The "cash bar" system is defined as the purchase of an alcoholic beverage from a Third-Party Vendor or a University-Approved Vendor with cash or a credit/debit card, whether the activity is to take place on or off university premises.
- The "drink ticket" system is defined as an alcoholic beverage distribution system in which a single ticket is exchanged for a single alcoholic beverage.
- "Legal age" means 21 years of age or older.
- An "open bar" system is defined as an alcoholic beverage distribution system in which consumption is not limited and distribution of alcoholic beverages is provided at no cost to individuals.
- The "Primary Contact" is sober and responsible for the student organization's overall adherence to University policy and the law at the student organization-sponsored activity.
- "Staff Advisor" is the University employee assigned as the staff advisor to the student organization. Advisor assignments are made by the Office of Student Life. Student Organizations that do not have a staff advisor should utilize the Student Organization Resource Desk and orghelp@gwu.edu.

- The "Secondary Contact" is sober and will assist the "Primary Contact" in complying with University policy and the law at the student organization-sponsored activity.
- "Sober monitor" is a member of the student organization that is sponsoring the activity. They are required to refrain from consuming alcohol the day of and for the duration of the student organization-sponsored activity.
- "Sponsors" means the student organization(s) or student(s) on behalf of a student organization initiating, conducting, directing, or supervising the student organization sponsored-activity.
- "Third-Party Vendors" means business establishments maintaining a current license or certification associated with the lawful procurement, sale, and/or distribution of alcoholic beverages in their respective jurisdictions.
- "University-Approved Vendors" means Third-Party Vendors that have been approved by the University for work at university-sponsored activities.

Where not defined above, other terms in this policy use the definitions in the Code of Student Conduct.