

Hosting Events with Alcohol

*Procedures for Registered Student Organizations
Arizona State University at the Tempe campus*

1. Student organizations must be in compliance with all federal, state, county, city and university regulations (including STA 106–03: Alcohol and Other Drugs on Campus; ABOR 5-108: Sale and Consumption of Alcoholic Beverages on Campus; DPS 202–03: Sales and Service of Alcoholic Beverages on Campus; STA 104-01: Student Code of Conduct and Student Disciplinary Procedures) as well as any national organization alcohol/risk management policies that apply.
2. A third-party vendor must be hired to provide, serve and distribute alcohol at all events/activities.
3. No events with alcohol should take place two weeks prior to the first day of classes each semester.
4. No event that includes alcohol should take place Sunday after 7:00 p.m. or all day Monday, Tuesday or Wednesday.
5. No organization should benefit financially from the sale of alcohol at any event.
6. No organization should purchase alcohol with organization funds, nor may a member or members, on behalf of the organization, coordinate the purchase of alcoholic beverages.
7. No “open” activities/events (those with unrestricted access) including alcohol should be held.
8. The guest to member ratio at any event should not exceed 3:1.
9. The hosting organization will provide one member per every ten persons in attendance at any event who will abstain from consuming alcohol.
10. Each activity/event involving alcohol must be planned and approved by the Organization President and Primary Advisor 14 days prior to the scheduled event. A sufficient event planning checklist (created by organization) should be completed.
11. The guest list should be finalized 24 hours prior to the event. The activity/event guest list should be typed and available throughout the event. The guest list will then be filed properly.
12. Security should be finalized at least 14 days before the event depending on the size or nature of the event. The hosting organization should consider employing at least one officer from an accredited law enforcement agency as event security. Security guards from licensed, bonded security companies will be acceptable for the remaining security personnel.
13. All guests should have a student ID, drivers license, or other form of government issued identification. No person under the age of 18 should be permitted into the event without an Arizona State University-issued ID. A Student ID shall not be used in lieu of a government issued ID to establish an individual’s age or date of birth.
14. Use, possession, display, or storage of any weapon, dangerous instrument, explosive device, fireworks, or dangerous chemical at any event is prohibited.
15. Unauthorized use, sale, possession, or distribution of any controlled substance or illegal drug, or possession of drug paraphernalia that would violate the law is prohibited at all events.
16. The host organization shall make available adequate amounts of non-alcoholic beverages and food throughout the duration of the activity/function.
17. There are to be no drinking games played at an event at any time.
18. Should any individual need medical attention, call 911 promptly. If in the course of an event/activity should an incident requiring medical attention or police involvement occur, the event should be terminated and your adviser should be notified.
19. Alternate transportation information shall be easily accessible to all activity/event attendees.