

GEORGETOWN LAW-ALCOHOL POLICY ADDENDUM

Student Sponsored Events

The Office of Student Life reserves the right to modify the policy outlined below at any time to ensure the health and safety of the Law Center student community.

Purpose

This policy in conjunction with the *Georgetown University Policy on Alcohol and Other Drugs* is designed to affirm Georgetown's commitment to following DC law, promote responsible alcohol use by students^a and student groups^b, and involve all members of the community in risk management. Each individual is responsible for their conduct. Students and student groups that violate this policy or the law may be subject to the administrative sanctions of the Law Center and/or any legal sanction sought by local law enforcement.

Student Sponsored Events: On and Off Campus

1. **Third Party Vendor:** Student groups are required to contract with a third party vendor to obtain and serve alcoholic beverages when sponsoring^c any event. The third party vendor must operate under a liquor license and carry liability insurance acceptable in amount and form to the University's Office of Risk Management. Third party vendors that meet the University's requirements and are approved for consolidated billing can be found at: http://www9.georgetown.edu/finaff/sao/Catering_Vendors.htm

Student Groups may utilize the university contract procedure to have external vendors approved to obtain and serve alcohol at an event. External catering vendors must hold comprehensive liability insurance with minimum limits of \$1 million per occurrence and \$3 million in the annual aggregate, for both bodily injury and property damage. Coverage must include Products Liability, Operation Liability, and Liquor Liability. The contract process can be found at: http://financialaffairs.georgetown.edu/procure/news_updates/policies/policy_caterers.htm

Waiver: Student Groups may petition the Office of Student Life for a waiver to the Third Party Vendor requirement of the policy if the event meets the following: The event is only open to members of the Georgetown Law community and fewer than 25 people are expected to attend. All other terms of the policy are required.

2. **Reservations:** Student groups are required to submit a Special Event Room Reservation Form to the Office of Student Life, two weeks in advance of the event, indicating that alcohol will be served and by which approved vendor. An event intake meeting with the Coordinator of Student Organizations is required to receive approval and finalize the reservation. Student groups will not be reimbursed for alcohol expenses for an event that was not approved in advance by Student Life and/or if the alcohol was not purchased and served through a licensed third-party vendor.

3. BYOB: Students are not allowed to serve alcoholic beverages themselves or bring their own.
4. Types of Alcohol: Hard liquor is prohibited from being served on-campus and university funds are prohibited from being used to purchase hard liquor under any circumstances.
5. Amount of Alcohol: The amount of alcohol obtained for a student group event must be calculated based on the number of expected attendees multiplied by the duration of the event. Reasonable calculations should be used such that excessive consumption is not encouraged. Sponsors should plan a maximum of one drink per person of legal drinking age per hour at the event. The Office of Student Life gives the final approval on the amount of alcohol a student group may obtain for service at an on-campus event.

The following formula should be sufficient for any event: To calculate the number of servings of alcoholic beverages, multiply the number of hours of a party by the expected number of guests in attendance that are of legal age to drink. For example, a total of 800 individual 12-ounce servings of beer would be permitted for 200 guests of legal drinking age at a 4-hour party. By way of calculation, a half-keg of beer holds approximately 150 12-ounce servings. A serving of wine should be approximately 4 ounces per person, or 16 servings per half-gallon container.

6. Food and Non-Alcoholic Beverages: Any student group sponsoring an event where alcohol will be served is required to provide easily accessible non-alcoholic beverages and food. At least one third (by volume) of the beverages offered must be non-alcoholic. If the supply of non-alcoholic beverages is exhausted at any time during the event, the serving of alcoholic beverages must be halted until more non-alcoholic beverages become available.
7. Open Container: All beverages must be served in open containers.
8. Public Spaces: Guests may not take alcohol away from the designated event space. D.C. law prohibits the consumption of alcoholic beverages in public places, including public areas of Georgetown Law. Public areas are those not officially reserved and designated through the Office of Student Life for the event at which the alcohol is being served.
9. Safety: The Department of Public Safety (DPS) must be notified at least two weeks prior to the event of any event on-campus at which beer or wine will be served. The Office of Student Life notifies DPS of the events with alcohol following the confirmation of the on-campus room reservation. Depending on the size and nature of the event, DPS officers may need to be present at or near the event. This determination shall be made solely by DPS, and the cost of any officer's time shall be borne by the sponsoring student group.

10. Event Publicity: In an effort to promote responsible behavior, all publicity for an event at which beer or wine will be served must be cleared with the Office of Student Life. All publicity mentioning alcohol must also refer to non-alcoholic beverages and food in an equally prominent way. No publicity may encourage the overindulgence of alcohol with terms like “free beer” or “all you can drink.” Any publicity that is to be posted must receive a stamp of approval in the Office of Student Life, prior to posting.
11. Sale of Alcohol: If Alcoholic beverages are to be sold, a liquor license is a legal requirement. Selling includes charging an admission fee, or any other means of collecting money to fund the event. A temporary liquor license may be purchased through the D.C. Alcoholic Beverages Commission. If the event is catered, the caterer’s valid liquor license may meet this requirement. The event sponsor is responsible for confirming that an appropriate license is supplied to the Office of Student Life during the contract process with outside vendors.

Additional Policies for Events Held Off-Campus

1. Written Approval: Student groups are required to obtain written approval from the Office of Student Life to sponsor events with alcohol at off-campus locations. The student group president/leader and event coordinator must email the event details to the Office of Student Life two weeks in advance of the event to receive approval. An event intake meeting with the Coordinator of Student Organizations may be required to receive approval. Student groups will not be reimbursed for alcohol expenses for an off-campus event that was not approved in advance by Student Life and/or if the alcohol was not purchased and served through a licensed third-party vendor.
2. Open Events: Student groups are not permitted to use university funds to purchase any alcohol for an open off-campus event. An open event is one that is open to the public or is advertised in some fashion to the community at large and can be expected to attract guests from beyond the Georgetown Law community.
3. Insurance: Any event that is catered or any off-campus event site (excluding private homes) where alcohol will be served must carry appropriate liability insurance acceptable in amount and form to the University’s Office of Risk Management. External catering vendors must hold comprehensive liability insurance with minimum limits of \$1 million per occurrence and \$3 million in the annual aggregate, for both bodily injury and property damage. Coverage must include Products Liability, Operation Liability, and Liquor Liability. Large events, defined as those at which more than 100 attendees are expected, may require additional insurance. The sponsors should consult the Office of

Student Life to coordinate the need for and amount of such supplemental insurance from the Office of University Risk Management.

^a “Student”: Any currently enrolled person, full or part time, regardless of program.

^b “Student Groups”: Any number of persons who have met the registration requirements and been approved as a student organization with the Office of Student Life; or any number of students that function as a student group supervised within a university department.

^c “Sponsoring/Sponsor”: Sponsors of a university-sponsored activity are the student organization(s), university department(s), faculty member(s), or employee(s) initiating, conducting, directing, or supervising the activity.