

GEORGETOWN UNIVERSITY LAW CENTER
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 students¹ and student groups², and involve all members of the community in following risk management procedures. 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.

Requirements for Student Sponsored Events: On and Off Campus

1. **Approval:** Student groups are **required** to obtain written approval from the Office of Student Life to sponsor any event with alcohol on and off campus. The student group leader or event coordinator must email the event details to the Office of Student Life two weeks in advance of the event. An event intake meeting with the Office of Student Life is required to receive approval. *Student groups will not be reimbursed for alcohol expenses for any event with alcohol 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. **On Campus Events:** Student groups are **required** to contract with a third party vendor with a liquor license and liability insurance to obtain and serve alcoholic beverages when sponsoring³ **any** event on campus. 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. *See Insurance Requirements in Section 14.*
3. **Off Campus Events:** Any student group event off campus with alcohol **must** take place at a venue that operates under a liquor license and carries liability insurance acceptable in amount and form to the University's Office of Risk Management. The Law Center does not reimburse students for renting space off campus for student group events.
4. **Reservations:** Student groups hosting an event with alcohol on campus are required to submit a Special Event Room Reservation Form to the Office of Student Life, at least two weeks in advance of the event, indicating that alcohol will be served and by which approved vendor. An event intake meeting with the Office of Student Life is required to receive

¹ "Student": Any currently enrolled person, full or part time, regardless of program.

² "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.

³ "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.

approval and finalize the reservation. Student groups will not be reimbursed for alcohol expenses for an event that was not approved in advance by the Office of Student Life and/or if the alcohol was not served through a licensed third-party vendor.

5. **BYOB:** Students are not allowed to serve alcoholic beverages themselves or bring their own.
6. **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.
7. **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 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.

8. **Purchasing and Storage of Alcohol:** Student groups utilizing a third party vendor whose liquor license allows the student group to provide the beer and/or wine AND student groups with an approved third party vendor waiver may purchase the beer/wine for service through appropriate university purchasing procedures. The beverages are to be turned over to the third party vendor for service at the time of the event. After the event the third party vendor may release any *unopened* containers to the group's leadership for storage. Student groups may store unopened beer and wine in their secured storage space and such alcohol may only be served in ways outlined by this policy. **Unused alcohol must be forfeited at the end of the academic year. Alcohol may not be stored during the summer term in student organization spaces.**
9. **Food and Non-Alcoholic Beverages:** Any student group sponsoring an event where Georgetown funds are used to provide alcohol is required to provide easily accessible non-alcoholic beverages and food for the duration of the event. 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.
10. **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. Georgetown prohibits consumption of alcoholic beverages in 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.

11. **Safety:** The Department of Public Safety (DPS) must be notified at least one week 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.
12. **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.
13. **Sale of Alcohol:** A liquor license is a legal requirement if alcoholic beverages are to be sold. 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
14. **Insurance Requirements:** 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.