

THIRD PARTY VENDOR GUIDELINES

For all events where alcohol is present, the University prohibits any drinking patterns that lead to behaviors detrimental to the health and welfare of the individual, Student Organization or University community. Social activities are expected to have clear purposes, other than the consumption of alcoholic beverages. Irresponsible use of alcohol resulting in public intoxication, disorderly conduct, vandalism or similar conduct may result in disciplinary action.

1. ON-CAMPUS EVENTS are defined as events occurring in or on land, facilities, and other property in the possession of or owned, used or controlled by the University (including adjacent streets and sidewalks).

The following applies to all On-Campus Events serving alcohol:

- Prior approval from the Division of Student Development must be obtained.
- Consumption of alcoholic beverages by those who are over 21 years of age, on Campus, is permitted ONLY at those Student Organization events or locations that have been expressly approved by the Division of Student Development.
- After approval for an event has been received, the Student Organization requesting permission to serve alcoholic beverages must make arrangements for food and beverages with Event Services and University Dining Services, which has the responsibility for verifying the legality of persons seeking to purchase or obtain alcohol. Student Organizations must finalize such arrangements directly with Dining Services, including all billings and payments.
- No food or beverages may be brought into an event by an outside caterer except with special authorization.
- No alcoholic beverages are permitted to be brought into university facilities by individuals or groups.
- No alcoholic beverages may be served or sold to anyone under 21 years of age. Students must present two forms of valid photo identification.
- The Student Organization and its officers are responsible for ensuring that no one under the age of 21 is served alcoholic beverages and for ensuring that no one under the age of 21 consumes any alcoholic beverages.
- The Student Organization and its officers will be held responsible for all charges and costs incurred in connection with the event.
- The Student Organization and its officers will be held responsible for any property damage that occurs in connection with the event.
- The Student Organization and its officers are responsible for ensuring that no more than three guests per person are in attendance.
- The normal closing hours of all University facilities shall be adhered to and at no time shall alcoholic beverages be served after 12 a.m.
- Students who plan or who attend scheduled events are responsible for knowing and following the policies and procedures for such events as well as the rules that may apply in specific buildings or areas of the campus.
- Student Organizations must have the support of their advisor.
- Other criteria may apply, depending upon the circumstances of the event.
- Any University staff member in charge of a facility, or an event, or his/her designee, or otherwise employed by the University has the authority to enter and remain present at the event in order to: (1) limit or terminate the consumption or possession of alcoholic beverages, (2) terminate the event, and/or (3) take any other action required to maintain or to restore order and decorum.

2. OFF-CAMPUS STUDENT ORGANIZATION EVENTS where alcohol will be served must adhere to following guidelines:

- All alcohol must be provided by a licensed and insured third party vendor.
- Third party vendors must provide proof of insurance with a minimum of \$1,000,000 of general liability insurance, evidenced by a copy of the properly completed certificate of insurance prepared by the insurance provider. The certificate must show that the insurance coverage maintains “off premises liquor liability and non-owned and hired auto coverage”. The certificate must show that the vendor has added the student organization sponsor(s) as “additional insured” or “namely insured” on their insurance coverage for the date of the event. If requested by the University, the Student Organization must be able to provide the above referenced documentation.
- No alcoholic beverages may be served or sold to anyone under 21 years of age.
- Vendors are responsible for: (1) checking identification cards upon entry to the event, (2) refusing service of alcoholic beverages to minors, (3) refusing service to individuals who appear intoxicated, (4) maintaining control of all alcoholic containers present, and (5) collecting all remaining alcohol at the end of the event and removing it from the premises.
- Vendors must also agree that no excess alcohol – opened or unopened – will be given, sold or furnished to the event sponsor(s).
- Student Organization Events are restricted to members of the sponsoring organizations with a predetermined number of guests (generally not to exceed three bona fide personal guests per member.)
- The following events are prohibited: (1) events where the central focus is alcohol, (2) events that promote the use or sale of alcohol, and (3) events that promote over-consumption or rapid consumption of alcohol (e.g. pub crawls, happy hours, party buses, fundraisers that promote the use or sale of alcohol).
- The publicity policies outlined in the University’s Student Organization Policies must be followed. No posters or other forms of publicity advertising or implying the sale or use of alcoholic beverages will be approved.
- The Student Organization and its officers are responsible for ensuring the no one under the age of 21 is served alcoholic beverages and for ensuring that no one under the age of 21 consumes any alcoholic beverages.
- The Student Organization and its officers will be held responsible for all charges and costs incurred in connection with the event.
- The Student Organization and its officers will be held responsible for any property damage that occurs in connection with the event.
- The Student Organization and its officers are responsible for ensuring that no more than three guests per person are in attendance.
- Students who plan or who attend scheduled Student Organization events are responsible for knowing and following the policies and procedures for such events.
- Student Organizations may be subject to their national and international organization’s alcohol guidelines or policies. At Saint Louis University, Fraternities and Sororities are governed by their appropriate councils, which may have additional specific alcohol guidelines that must be adhered to. Failure by any Student Organization to comply with these additional guidelines from their national and/or international council may result in disciplinary action against the Student Organization by the University.