Washington University in St. Louis

Guidelines for Venue Hosting Student Events with Alcohol

Washington University in St. Louis (hereinafter, the “University”) is committed to ensuring that events associated with its student groups are safe and in compliance with University policies and procedures. In furtherance of that goal, an off-campus venue (“Venue”) serving as host of an event for University students (“Student Event”) sponsored by a group of students using University funds or resources (“Student Organizers”) to pay for or promote the Student Event must agree to the requirements set forth herein.

University Alcohol Guidelines for Undergraduate Events

The Alcohol Guidelines for Undergraduate Events (“Guidelines”) details the requirements that students must satisfy when organizing events involving alcohol. This Policy applies regardless of whether the event is hosted on-campus or off-campus in the community. Students are expected to know and abide by this Policy as well as all other applicable state and federal laws and University policies and procedures. A copy of the Policy is attached. The University asks Venue to review the Policy with the Student Organizers to ensure that Student Event complies with the Policy. In addition, the University asks Venue to review the following Guidelines:

A. Food and Beverages

1. No hard alcohol may be served during the Student Event. Beer and wine are the only alcoholic beverages permitted at a Student Event.

2. Non-alcoholic beverages, including water, and non-salty foods must be free of charge to attendees, visible, readily available and replenished throughout the entire Student Event. Student Organizers may purchase the required food and non-alcoholic beverages from Venue or Venue must allow Student Organizers to bring outside food and non-alcoholic beverages into the Venue.

3. Beverage containers must distinguish between alcoholic and non-alcoholic beverages.

4. The sale of alcohol may not be a fundraiser for the Student Organizers.

B. Carding and Distribution of Alcohol

5. Missouri laws prohibiting the service of alcohol to minors must be strictly enforced, and proper identification must be required.

6. Distribution of alcohol is only permitted through a third party vendor with a valid liquor license. Third party server(s) must always be present; alcohol cannot be left unattended.

7. University identification, with valid driver’s licenses or state/federal issued identification cards, must be checked by a security guard at the point of entrance into the Student Event. The line for admission should be in a well-lit area and well-organized. A responsible contact from the Student Organizers must remain at this location throughout the event to monitor compliance with these Guidelines.

8. Color-coded wristbands must be distributed by Venue or Security to all attendees, with different

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colors distinguishing those underage attendees and those who are of legal drinking age.

9. Service of alcohol to attendees who are visibly intoxicated is strictly prohibited.

10. Venue may serve Student Event attendees of legal age only one serving of alcohol at a time. One serving of beer constitutes 12 ounces, and one serving of wine constitutes 5 ounces.

11. Service of alcohol at the Student Event must stop no later than one half-hour before the conclusion of the Student Event.

12. Fake IDs are to be confiscated by Security and turned over to the University. Fake IDs are not to be given to the Student Organizers.

13. Venue is not allowed to serve Student Event attendees outside of the designated Student Event location.

C. Venue Space and Duration of Event

14. When alcohol is permitted at the Student Event, the Venue must either be closed to the general public or designated private space must be enclosed with restricted access points to ensure safety and security as well as proper and legal carding.

15. A Student Event must conclude, including any required clean-up, no later than 2:00 a.m., or one hour before the Venue closes, whichever is earlier.

16. Student Event attendees are not permitted to leave the space where the Student Event is taking place, and if they do so, they are not permitted to return.

17. Venue must disclose to Student Organizers the capacity of space allotted to the Student Event. Venue must strictly adhere to applicable building and fire code regulations.

18. Venue and Student Organizers must discuss and create a plan for appropriate bus transportation and parking prior to the Student Event.

D. Student Event Attendees

19. Student Events are limited to Washington University students and guests of University students.

20. Student Organizers must develop a system for identifying and tracking guests. In addition, Student Organizers must manage the guest check-in process at the entry to the Student Event.

21. Guests must enter with their host. Only one guest per University student identification card is allowed.

22. Guests must show photo identification in the form of a driver’s license or other state/federal issued identification card and sign in prior to entering the Student Event.

23. Only guests over 18 are permitted at Student Events where alcohol is present. Prospective Freshmen (PFs) are not permitted to attend Student Events where alcohol is served, regardless of their age.

24. Guests over the age of 21 must be carded in the same manner as student attendees.

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