

METROPOLITAN STATE UNIVERSITY OF DENVER STUDENT ORGANIZATION ALCOHOL POLICY

I. SCOPE

The Metropolitan State University of Denver (MSU Denver) Student Organization Alcohol Policy does not replace existing standards of behavior found in the Student Code of Conduct (<http://www.msudenver.edu/deanofstudents/studentconduct/studentcodeofconduct/>). Students should be familiar with and adhere to the entire Code; in addition, the following policy is applicable when alcohol is involved in student organization-sponsored events. This policy is to be applied in conjunction with relevant campus policies and federal, state and local laws.

II. POLICY STATEMENT

This policy applies to all registered student organizations at MSU Denver, as defined in the Student Organizations Officer Handbook. Student organizations enjoy rights and privileges associated with official recognition by MSU Denver; those organizations that are not currently registered are not permitted to hold events or activities with alcohol. Student organizations and their members are subject to disciplinary action for any on- or off-campus violation of policies or rules set forth in the MSU Denver Student Code of Conduct.

Not covered by this policy: Athletics groups, academic departments and University offices and departments.

III. RESPONSIBILITY AND LIABILITY

- A. Student organizations shall engage in the practice of effective self-governance. Student members, organizational leadership, faculty/staff advisors, the Student Activities Office staff, Dean of Students Office staff and other members of the campus community have a shared responsibility for upholding the Student Code of Conduct. The hosts and/or representatives of a student organization shall take action designed to prevent or end such violations by the organization or by any persons associated with the organization. Failure to comply with this policy may be considered a violation of the Student Code of Conduct, both by the representatives of the organization and by the organization.
- B. Student organizations shall be responsible for their guests' behavior at all times, regardless of the guests' school affiliation. If the student organization fails to abide by this rule, it shall be subject to enforcement of the Alcohol Policy or Student Code of Conduct, which may result in sanctions.
- C. No guests under the age of 21 may consume or be served alcohol.

IV. CRITERIA AND POLICIES, ON- AND OFF-CAMPUS EVENTS

1. All organizations requesting permission for alcohol to be served at an on- or off-campus event must register the event at least 30 days in advance using the “Event with Alcohol Authorization Form” on OrgSync under “Forms.” Failure to register an event at which alcohol is present may result in loss of University recognition and/or disciplinary action.
2. Organizations shall read and become familiar with all of the associated details contained within the University’s Student Organization Alcohol Policy.
3. Organizations shall not have violated any of the provisions of this policy within the 12 months prior to a new request.
4. The purpose of the event must support the mission of the organization, as determined by the Office of Student Activities.
5. Organizations may not plan events that promote or encourage overconsumption of alcohol or the use of illicit drugs.
6. The person(s) serving alcohol at the event must be TIPS certified and unaffiliated with the sponsoring student organization.
7. Organizations hosting social events must emphasize the quality of the event and not the service of alcohol. Consumption of alcoholic beverages may not be the focus of the event, and contests involving the consumption of alcohol are prohibited.
8. Nonalcoholic beverages and food must be available while alcohol is served.
9. The Office of Student Activities has the authority to cancel any student organization event that does not follow the proper policies and procedures for events at which alcohol is served.
10. The Office of Student Activities will look for patterns of abuse of the policy, and the Student Activities staff may take corrective action.
11. Student organizations that receive donations of alcohol shall not profit from the consumption of that alcohol at that event.
12. Per University policy, student organizational funds may not be used to purchase alcohol.
13. Organizations may not advertise or promote alcohol on any of the event publicity or marketing materials. Organizations may not promote or advertise incentive drinking (“happy hours,” “2-for-1 specials,” unlimited quantities of alcohol available at reduced prices or for free, events focused on the consumption of alcohol, etc.).
14. Bring your own beer (BYOB) or similar events are prohibited.
15. The policies and procedures outlined in the Student Organization Officer Handbook shall be followed at all times.
16. At an event sponsored by a student organization involving alcoholic beverages, the cost of the alcoholic beverages may not be included in any admission, meal or entertainment charge.
17. The Office of Student Activities may impose other guidelines as necessary for the safety of all participants.
18. The Office of Student Activities has final approval for events with alcohol.
19. No one appearing to be intoxicated shall be admitted to the event.

V. PROCEDURES AND CRITERIA, ON-CAMPUS EVENT

**In addition to the criteria set forth in section IV of this document, student organizations wishing to host an on-campus event with alcohol must adhere to the following procedures and criteria:*

1. The student organization shall submit a completed “Event with Alcohol Authorization Form” to the Office of Student Activities at least 30 days prior to the date of the event.
2. After the “Event with Alcohol Authorization Form” is approved, the student organization must schedule a pre-event meeting no less than 30 days prior to the event. This meeting must include the following people:
 - a. Representative of the organization
 - b. Advisor of the organization who will be in attendance at the event
 - c. Professional staff member of Student Activities
 - d. Assistant Director, Auraria Campus Events Services (ACES)
3. The student organization’s faculty/staff advisor or designated full-time faculty or staff member shall be present throughout the entire event.
4. Funding from the Campus Events Funding shall not be used to pay for any expenditures that are related to alcohol (security, special event permit, bartender, etc). Student organization funds may be used for related expenses (security, special event permit, bartender, etc.).
5. The student organization shall use an approved on-campus caterer that is TIPS-certified to serve alcohol. The caterer shall impose a two-drink limit for the duration of the event. The caterer will supply trained staff to serve the alcohol.
6. Alcohol for the event must be donated. The donation will need to be approved by the Director of Student Activities or her/his designee. Surplus alcohol must be returned to the donor within 24 hours following the event.
7. Campus security is required at all on-campus events with alcohol to prevent underage drinking and disruptive behavior. The student group or their designee must be charged by ACES for the cost of campus security.
8. Only beer and wine will be allowed at these functions.
9. The sale of alcohol is not permitted.
10. Student organizations may not sponsor events with alcohol on behalf of outside groups or individuals.

VI. PROCEDURES AND CRITERIA, OFF-CAMPUS EVENT AT A THIRD-PARTY VENDOR

**In addition to the criteria set forth in section IV of this document, student organizations wishing to host an off-campus event with alcohol must adhere to the following procedures and criteria:*

1. The student organization shall submit a completed “Event with Alcohol Authorization Form” to the Office of Student Activities at least 30 days prior to the date of the event.
2. A representative from the organization must schedule a meeting with the Assistant Director of Student Activities to go over the event once the “Event with Alcohol Authorization Form” is approved.
3. The event venue must be open to all ages (no 21+ only venues).
4. No “Bar Crawls.” No organization may sponsor or participate in any activity that involves traveling in an organized manner to multiple drinking locations.

VII. POLICY VIOLATIONS

If any violations of the law, of this Student Organization Alcohol Policy or of the Student Code of Conduct occur during a sanctioned event involving alcohol, the individual student responsible and/or representatives of the group hosting the event shall be subject to the procedures set forth in the Student Code of Conduct. Possible sanctions may include probation, suspension or expulsion, other sanctions defined in the Student Code of Conduct, educational sanctions and/or substance-abuse counseling or treatment as necessary.

If a group is found in violation of the alcohol policy, the group, in addition to individual members, may go through the student conduct process as well as any processes that are deemed appropriate by their governing body such as a national fraternal organization or honor society.

VIII. DEFINITIONS

Advisor – A full-time faculty or staff member designated in an organization’s registration process through MSU Denver Student Activities. Advisors’ responsibilities are outlined in the Student Organization Officer Handbook.

Approved Campus Caterer – Businesses that have agreed to service the Auraria Campus Community. See Auraria Campus Events Services or MSU Denver Student Activities for an updated list of approved campus caterers.

Student Organization – Any associated group of students that meet and fulfill the requirements for registration at MSU Denver as outlined in the Student Organization Officer Handbook.

Third-Party Vendor – A separate organization or company other than the principals involved, such as the University or students. The third-party vendor provides goods or services not provided by the main principals.

Revisions: This policy will be reviewed by the Office of Student Activities as needed.