

D'Youville
COLLEGE 
ALCOHOL REGISTRATION FORM

EVENT NAME: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

LOCATION OF EVENT: _____

SPONSORING ORGANIZATION/CLUB: _____

CHAIRPERSON(S) OF EVENT: _____

DESIGNATED NON – DRINKER(S): _____

PERMIT NEEDED: YES _____ NO _____ PERMIT NUMBER: _____

IF NEEDED, PLEASE ATTACH A COPY OF PERMIT TO THIS FORM

INSURANCE NEEDED: YES _____ NO _____

IF NEEDED, PLEASE ATTACH CERTIFICATE A COPY OF THE INSURANCE

CASH BAR ONLY FOR STUDENT SPONSORED EVENTS (NOTE: THIS MEANS IT IS A PAY PER DRINK POLICY).

TYPE OF ALCOHOLIC BEVERAGE(S) BEING SERVED: _____

PROOFING MECHANISM: _____

IF USING A CATERING ESTABLISHMENT, A REPRESENTATIVE MUST CONFIRM THAT THEY WILL PROOF/AND SERVE ALCOHOLIC BEVERAGES ACCORDING TO FEDERAL AND NEW YORK STATE REGULATIONS.

MUST BE COMPLETED BY A REPRESENTATIVE OF THE CONTRACTED CATERER

Print Name

Signature

Name of Catering Establishment

Date

Please turn over and complete.

I as chairperson(s), sponsor, or club president of the event, have in my possession and understand D'Youville College policies and procedures regarding the use of alcoholic beverages as it pertains to a college sponsored event, and am aware of the liability involved in serving alcoholic beverages. I and/or the sponsoring club will abide by the college's policies/procedures, as well as Federal and New York State laws, and take the necessary steps to ensure that they are followed.

Sponsor/Club President Signature

Date

If a student organization/club, the signature of an advisor is required.

Club Advisor Signature

Date

The event has been granted approval to have alcoholic beverages served in keeping with the D'Youville College's policies and procedures regarding the use of alcoholic beverages at events.

Director of the College Center/Coordinator Event Services

Date

***TO BE COMPLETED IN DUPLICATE AND RETURNED TO THE OFFICE OF THE
DIRECTOR OF THE COLLEGE CENTER/COORDINATOR OF EVENT SERVICES
COLLEGE CENTER, ROOM 111,
THREE (3) WEEKS PRIOR TO THE EVENT.***

D'YOUVILLE COLLEGE
HOST GUIDELINES FOR SERVING ALCOHOL

1. The club, chairperson, sponsor is liable for the well-being of their guests.
2. The College Center Porterview Room is the only location on campus where student groups/clubs may hold events involving the serving/consumption of alcohol.
3. It is illegal to serve or provide alcohol to those under the age of 21.
4. Low risk drinking varies from person to person – encourage moderation and observe guest behaviors.
5. Food and non – alcoholic beverages must be served along with alcoholic beverages.
6. Stop serving alcohol 1 hour before the event is over, and serve non – alcoholic beverages instead.
7. Alcohol or the bar should not be the focal point or theme of the event.
8. No open bars, or drinking games/contests permitted during the event.

SUGGESTIONS:

1. Do not refill partially empty glasses, do not press drinks onto anyone.
2. Intervene if someone appears to be drinking too much. Engage in conversation, offer them food, and get them a non – alcoholic beverage to drink.
3. Do not let anyone leave your activity if they appear to have had too much to drink. Have an appropriate back up plan, such as a designated driver or sleep over facilities.
4. Plan a theme or have non – drinking games. The purpose is companionship and fun, not drinking and intoxication. Abstinence from alcohol is normal and acceptable.
5. Do not encourage or condone the behavior or antics of anyone who is under the influence of alcohol.

As the host(s) of the activity, you are responsible for the well-being of the guests. You may be financially and legally responsible for any untoward events following the activity due to drinking at the event you have hosted. If you choose to serve alcohol, do so in moderation and protect yourself and your guests. Lives depend on it.

As a representative of the sponsoring group, I have received the D'Youville College policies, procedures and guidelines regarding the use of alcoholic beverages at events. I will be in full compliance with college policy for proofing, monitoring, and intervening as necessary.

Print Name

Signature

Print Name Club Advisor (If Required)

Signature Club Advisor

Date Completed

D'YOUVILLE COLLEGE
Policies and Procedures
Alcoholic Beverages

D'Youville College regulations forbid unauthorized possession, consumption or distribution of alcoholic beverages on or in college property or at off – campus college functions. These regulations pertain to all students, faculty, employees, and guests of D'Youville, as well as those personnel contracted for service to the college. Violations shall be grounds for disciplinary action.

A. AGE

1. In keeping with Federal and New York State law an individual must be 21 years of age to possess, distribute or consume alcoholic beverages on campus or at off – campus college functions.

B. SALE AND USE

1. Sale or use of alcoholic beverages on campus or at off – campus college functions requires the formal approval and registration of the function with the Director of the College Center/Coordinator of Event Services.
2. Sale or use of alcoholic beverages shall take place only in the area specified for approval by the Director of the College Center/Coordinator of Event Services.
3. Student groups/clubs wishing to serve alcohol at an on campus event may only do so in the College Center Porterview Room.
4. Persons or groups receiving approval for sale/distribution of alcoholic beverages must obtain the necessary New York State permit. Paperwork is available from the Director of the College Center/Coordinator of Event Services.
5. Persons or groups receiving approval for sale/distribution of alcoholic beverages must obtain the necessary insurance coverage, as required by the college.
6. Alcoholic beverages may not be given and/or raffled as prizes, rewards or inducements.

C. BEHAVIOR

Any of the following actions on campus or at any off – campus college functions will result in disciplinary procedures against those involved. Disciplinary action may include legal action in accordance with Federal and New York State laws. Any person bringing guests to campus or off – campus college events is responsible for making college regulations known to their guests. Any violation by guests shall be attributed to the host/hostess with whom the guest attended the event.

1. Granting access or serving alcoholic beverages to those less than 21 years of age.
2. Destruction of college property or personal property, either on campus or at any official college function, consequential to the use of alcohol.
3. Behavior, noise, or conduct, which infringes on the rights of others and is consequential to the use of alcohol.
4. Use of false identification to obtain alcoholic beverages.
5. Public intoxication.

D. CONTAINERS

1. Carrying open containers of alcoholic beverages outside of approved or registered areas is forbidden.
2. Kegs, beer balls and cases (full or partial) are not allowed in the residence halls.
3. Kegs, beer balls and cases shall only be allowed at formally approved functions.

E. EVENTS

Any approved events, on or off – campus involving the sale/use of alcoholic beverages must be registered with the Director of the College Center/Coordinator of Event Services and adhere to the following guidelines:

1. Individuals sponsoring the approved event must implement measures to ensure that alcoholic beverages are not accessible to:
 - a) ***Those under 21. Proofing by servers must be in effect.***
 - b) Individuals who appear intoxicated.
 - c) Persons exhibiting inappropriate behavior.
 - d) Individuals outside the approved drinking area.

2. Non – alcoholic beverages, food and snack items of substance shall be readily available in sufficient quantities.
3. Alcoholic beverages may not be used in any contests or games.
4. Individuals may not “bring your own” alcohol to any on or off – campus event.
5. Promotion and advertisement of any event must include the availability of alcohol free beverages on an equal and comparable basis as the alcoholic beverages. Alcohol may not be used as the inducement for participation, or as the main focus of the event.
6. Individuals sponsoring the event are responsible for:
 - a) Knowing the liability of hosting events with alcohol.
 - b) Knowing college policies and familiarity with federal and state laws relating to the purchasing and/or serving of alcohol and for implementing the steps necessary to insure compliance with these regulations.
 - b) Notifying security and appropriate college officials of problems that arise.
 - c) Designating one person who will oversee the event while abstaining from alcohol.
7. Student group/club sponsored events must adhere to the following additional college regulations:
 - a) **No open bars permitted. Cash bars only.**
 - b) Security or the contracted catering establishment must provide proofing services. D’Youville students or club officers may not serve as proofing staff or bartenders.
 - c) For club sponsored events on campus in the College Center Porterview Room an alcohol serving/drinking area must be set – up. Alcohol is not permitted outside of this area.
 - d) Depending on the event, campus security may be required for crowd control. The hosting organization will be responsible for contracting with security and for payment of their services.

F. MARKETING

Beverage marketing programs aimed at the D’Youville College campus shall conform to the code of student conduct and shall avoid demeaning sexual or discriminatory portrayal of individuals. Promotion shall not encourage alcohol abuse, give away free alcohol, encourage inappropriate behavior or portray alcohol consumption as a solution to personal/academic problems of students or as necessary to social, sexual, or academic success.

G. DISCIPLINARY ACTION

Failure to comply with any stated policies may result in disciplinary action against an individual or group. Such action shall follow the procedures of the Student Conduct Committee. If the behavior is deemed serious enough, the Vice President of Student Affairs/Enrollment Management or designee may take whatever immediate action is needed to maintain order and prevent harm or abuse to any person. Failure to comply with federal or state laws may result in legal action by the appropriate law enforcement agencies.