

## **POLICIES AND PROCEDURES FOR EVENTS WITH ALCOHOL**

Ringling College considers the abuse of alcohol by its faculty, staff, and students to be unsafe and counterproductive to the educational process and the work environment. We do not encourage the presence and use of alcohol at College-sponsored events. The College may, however, permit the legal purchase and use of alcoholic beverages at College-related events that are properly organized and scheduled only when the event will not interfere with scheduled academic activities or the normal operations of the College. If such a program will involve students, permission to provide service must be acquired from the Vice-President for Student Life and Dean of Students, and the Vice-President for Academic Affairs (in cases where a faculty member is the sponsor or when an event is related to Academic Affairs).

Requests for permission to serve alcohol will only be considered if a third-party vendor properly licensed by appropriate state and local authorities has been contracted to serve alcohol. A copy of the appropriate license must be submitted with the request. Requests from the faculty or staff sponsor must be approved **at least two weeks before** the proposed event. **Obtain the Request for Permission Form here:** <https://hr.ringling.edu/media/265/download?inline>

**Furthermore, only events where the majority of the intended Ringling College attendees will be of legal drinking age will be considered for approval.**

### **ADDITIONALLY, THE FOLLOWING ARE SPECIFIC POLICIES AND PROCEDURES THAT MUST BE FOLLOWED FOR THE USE OF ALCOHOL AT COLLEGE EVENTS:**

- 1.** The only alcoholic beverages that can be served at College functions that are student-oriented are beer and wine.
- 2.** One-quarter hour before the approved ending time listed on the Alcohol Exemption Form, service/sales will stop.
- 3.** College funds will not be used to pay for or sponsor a party, meal, or event where alcoholic beverages are consumed, served, or sold in violation of Florida law.
- 4.** Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements can display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
- 5.** An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the entire event. The amount of food and beverages appropriate for the size and duration of the event will be determined by the Vice-President for Student Life and Dean of Students for events involving students.

- 6.** The sponsor is responsible for ensuring that all College policies and procedures are strictly obeyed.
- 7.** Appropriate precautionary measures must be in place to ensure that beer and wine are not served to individuals under the legal drinking age (21 in the State of Florida). These measures include having a designated non-student individual and screening persons at the event. At any time during the event, the individual screening has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having enough alcohol before or during the event.
- 8.** Under no circumstances should anyone be coerced to drink alcohol. This means no drinking games, contests, or events to encourage excessive drinking. Additionally, alcohol cannot be given as a prize.
- 9.** No kegs, or other common source alcohol containers (such as punch, party balls, etc.) are permitted.
- 10.** Public intoxication at any College-sponsored event, in any College facility or area, including common or outdoor areas in College-owned residential facilities is prohibited and will be subject to disciplinary action.
- 11.** An approved staff or faculty supervisor must be present at the event for the entire duration. The Vice-President for Student Life and Dean of Students may require more than one supervisor depending on the size and nature of the event.
- 12.** Depending on the size and nature of the event, the Vice-President for Student Life and Dean of Students may require the presence of Public Safety/Contracted Security/ and/or Police. This will be at the expense of the sponsor.
- 13.** Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Vice-President for Student Life and Dean of Students for review. The College can take disciplinary action as a result of violations of these policies and procedures.
- 14.** Adherence to these policies and procedures applies to any College-sponsored program or activity (including field trips, gallery events, etc.) whether on or off-campus. For further information and guidance on the policies and procedures related to events with alcohol, please contact the Vice-President for Student Life and Dean of Students.