Elon University
Division of Student Life
Guidelines for Establishments: Hosting Student Events

Elon University requires that venues adhere to sound risk management policies in order to serve as hosts for registered student events. These guidelines are designed to establish an environment where all laws and ordinances of the State of North Carolina and municipalities are upheld in a safe and clean atmosphere. In order to be considered a venue for Off Campus Event Registration, the venue and its staff must agree to and abide by all laws, ordinances, and policies and regulations set forth by the University.

Establishments hosting student events accept sole legal responsibility for said event. All student organization members are expected to abide by the risk management policies as implemented by Elon University or their individual international risk management policy, whichever is stricter. These social policies apply to all student organizations and all levels of membership.

In order to host a social event with alcohol, an organization must be in good standing with the University.

THIRD PARTY VENUE EVENTS

The THIRD PARTY VENDOR off campus venue must agree to the following requirement (and provide proper documentation).

1. Be properly licensed by the appropriate local and state authority. This might involve possessing both a current liquor license or a temporary license to sell on the premises where the function is to be held.

   A COPY OF THE CERTIFICATE OF LIABILITY INSURANCE MUST BE SUBMITTED TO THE OFFICE OF CAMPUS CENTER OPERATIONS.

2. Be properly insured with a minimum of $1,000,000 of general liability insurance, evidenced by a properly complete certificate of insurance prepared by the insurance provider. The above “certificate of insurance” must also show evidence that the vendor has, as part of his/her coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.”

   A COPY OF THE INSURANCE CERTIFICATE MUST BE SUBMITTED TO THE OFFICE OF CAMPUS CENTER OPERATIONS.

3. Agree in writing to cash sales only, collected by the vendor, during the function. These sales may only be to individuals, not charged to a group account or the student organization directly (group tabs, etc). Approved Phoenix Card vendors must also follow all Phoenix Card policies. Sales of alcohol at student events is restricted to beer and wine only.

4. Agree in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
   a. Checking identification cards upon entry and with each beverage sale;
   b. Not serving alcohol to underage students;
   c. Not serving individuals that appear to be intoxicated;
   d. Providing ample security for the event (1 guard per 100 guests);
   e. Selling only beer, wine and non-alcoholic drinks
5. The venue/establishment must be closed to other patrons for the entire duration of the event. All organization events are closed and it is the responsibility of the student organizations to utilize and enforce the guest list submitted with the Event Registration Materials.

6. All events at off-campus third party venues where alcohol will be present must be registered with the Office of Greek Life (Fraternities and Sororities) or the Moseley Center. The organization contact must complete the Event Registration Form no later than 5:00 p.m. on the Monday prior to the event (other departments restrictions may apply, check with the director of the department).

7. Events with alcohol may only take place between 6:00 p.m. Friday and 2:00 a.m. Sunday. **No events may occur during the weekdays/nights.** Social events may not exceed a four (4) hour length of time, and no organization may register more than one event on any given day.

8. The Event Registration Form must be completed and signed by the chapter organization president, organization representative coordinating the event, the faculty advisor and the authorized representative from the venue itself.

9. Upon registering an off-campus third party event, the Office of Greek Life or Moseley Center will contact the Third Party Venue to confirm the dates, times and location of the event, and ensure that proper licenses and insurance coverage will protect the organization.

10. One security guard is required for every 100 guests. A security guard is defined as an off-duty police officer or paid security company and must be hired separately by the student organization to attend the event. **(The venue MAY NOT use its employed security personnel to meet this requirement but may choose to have those personnel available in addition to those security personnel hired by the student organization).**

11. Non-salty food and non-alcoholic beverages must be provided at the venue. The week following a registered event, the Office of Greek Life or the Director of Moseley Center will follow-up on the Third Party Venue on behalf of the organization.

12. Alcohol sales for third-party registered student events must be limited to beer and wine ONLY (no hard alcohol or liquor).

13. Groups may not sponsor fundraising or philanthropic events with alcohol in off campus establishments.

**Alcohol Sale and Distribution (All Venues):**

1. The Merchant assumes all liabilities and responsibilities with regard to the sale and distribution of alcohol.

2. Merchant is to be responsible for assuring that all patrons are of legal drinking age (21 years old or older) prior to the sale or distribution of alcohol. Merchant must require proof of legal drinking age to assure patron is of legal drinking age prior to sale or distribution of alcohol. Merchant may sell one (1) beverage at a time to person of legal drinking age time per transaction. Appropriate servings for beer per drink are 12 ounces and 5 ounces for wine. **(Alcoholic drink options must be limited to beer and wine, no hard alcohol or liquid).**
3. Merchant agrees to withhold sale or distribution of alcohol to patrons who exhibit signs of intoxication, or who are behaving either irresponsibly or in a reckless manner.

4. No advertisement depicting the Phoenix Card, Elon University or its trademarks mentioning Elon University shall refer to the sale or distribution of alcohol or alcohol consumption. Furthermore, venues that allow competitive drinking games or other high-risk activities (special alcohol promotions) will not be placed on the list of venues for event registration. All advertising must comply with guidelines represented in the Elon University Handbook. Further, the venue must be respectful of all people including race, gender, and sexual orientation. Any activity or event at any time which degrades or humiliates any group will be a cause to remove the venue from the list of potential venues for off campus.

5. All alcohol will be consumed inside Merchant’s business establishment.

6. Merchant agrees to attend an annual meeting at the University that outlines risk management expectations, policies, and suggested low risk drinking choices. The University will contact Merchant about meeting dates and will confirm Merchant’s attendance to the Office of the Vice President for Student Life.

**Merchants with Phoenix Card Privileges** (if applicable)

1. Merchant agrees that the Phoenix Card will be used solely for the sale and distribution of single servings of alcohol and that all sale and distribution of single servings of alcohol and that all alcohol will be consumed inside Merchant’s business establishment. **Use of the Phoenix Card for the sale and delivery of multi-serving containers or amounts is strictly prohibited.**

2. Alcohol sales for the Merchant’s entire business must be less than 50% of gross sales over the course of the Phoenix Card contract. Merchant agrees to maintain and, if requested by Elon University, make available, detained records that demonstrate that alcohol sales do not exceed the above referenced percentage.

**EVENT REGISTRATION PROCESS**

1. Student organizations are required to provide bus transportation for the members and guests attending the function to and from campus for the event if the event is not within walking distance. For events within walking distance of the campus, arrangements should be made to walk in groups to and from the event, or to utilize Elon Safe Rides. No overnight events are permitted for any student organization.

2. Student organizations must designate sober monitors to be present at the event to control members and guests and ensure the safety of students entering and exiting the event.

3. All social events are closed. A proper guest list must be provided upon registration of the event and used to limit the number of people at the event. Only these people on the quest list should be allowed onto the premises during the event.

Elon University reserves the right to discontinue registration of events at off-campus venues or with third party vendors solely at the discretion of University administration. Venue management and all
personnel should be familiar with University Event and Risk Management policies and must abide by these policies at all times. By signing below, the venue’s representative requests permission to be placed on list of venues for group events off campus for the 2012-2013 academic year, and agree to all abide by all policies as set forth in this document.

Name of Establishment/Venue

Name of Authorized Representative (Print)  Date

Signature of Authorized Representative

RES.05/29/2012