

Effective September 2016

Policy Regarding Alcohol at Events for Undergraduate Students

Approved by the Division of Student Affairs, Office of General Counsel, and Risk Management
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Community Alcohol Coalition's Philosophy Statement: A caring, safe, and well-informed community fosters an environment in which we can all live and learn. To that end, the Northwestern community shares responsibility

- b. A screening process shall be in place either by the venue and/or organizers to identify and turn away any students arriving at the event who are already intoxicated;
- c. In the case of full-venue rental, no hard liquor may be served to attendees at the event;
- d. Alcohol must be sold on a per drink basis at no less than the published price open to all establishment patrons (i.e., no open bars; no free drink tickets; no pitchers or common containers; no drink specials may be part of the event);
- e. Water must be available free of charge for the duration of the event;
- f. Food must be available throughout the duration of the event. Snack machines are not acceptable;
- g. Alcohol must be purchased and served by a licensed and insured pourer who has signed the Northwestern University Undergraduate Events With Alcohol Rider;
- h. Alcohol that gets purchased and is unopened must be returned to the licensed and insured pourer, or returned to the place of purchase. It cannot be given away, even to those over 21 years of age. If opened, the contents must be disposed of on site.
- i. The venue and event organizer must ensure controls are in place to prevent the ‘passing’ of alcoholic drinks to underage attendees;
- j. Generally, alcohol can be served for no longer than 5 hours at events, and alcohol service should conclude at least 1 hour before the end of the event;
- k. “
- l. Advertising of events must emphasize the purpose and scope of the event and not be related to alcohol;
- m. Events occurring off-campus and outside of Evanston shall have contracted transportation for all attendees to and from the event;
- n. Organizers and organizations are prohibited from receiving payment for alcohol; all alcohol will be sold by third party vendors;

An individual, group, or organization may be held responsible as representatives of the University for the actions and behaviors of its members and guests.

- o. The number of people in the event at any given time cannot exceed the fire capacity for the venue;
- p. Individuals responsible for overseeing an event, at a 1:25 ratio of sober monitors to participants, are prohibited from consuming alcoholic beverages prior to or during the event.

- q. Any emergencies shall be immediately reported to 911 first and second to the Dean on Call, and non-emergency incidents involving student safety or misconduct shall be reported to the Dean on Call.