

STETSON UNIVERSITY

Alcohol Policy Non-Student On-Campus Events

Alcohol is not permitted to be served on campus unless approved in advance by University Events in accordance with the following policy and guidelines. University employees are reminded that alcohol is not to be served on-campus before 4:00 p.m., Monday – Friday. These policies and guidelines pertain to internal and external organizations. As the President's House is a residence, a separate policy applies.

The sponsoring organization/person agrees to comply with Florida State Laws, local ordinances, and Stetson University's policies, including the terms of the University's Alcohol Policy. It is understood that the sponsoring organization is responsible and accountable for the actions of the guests at this event. The sponsoring organization assumes all responsibility for damage to University property.

Approvals Required

- All requests for alcohol at events must be approved by the University Events Office by completing and submitting the Alcohol Approval Form.
- Non-Stetson External Organizations and Personal event sponsors will also be responsible for completing and submitting a Facility Use Agreement and abiding by the terms of the Agreement to include implementing applicable liability insurance and Facility Use payments as described in the Facility Use Agreement payment terms.

Allowable Venues - Allen Hall, Athletics Training Center - VIP Press Box, Celebration Atrium, Edmunds Center - Hall of Fame Room, Faculty Lounge, Gillespie Museum, Homer and Dolly Hand Art Center, Hollis Center, Lynn Business Center Boardroom, Meadows Alumni House, Presser Hall, Private Dining Room, Stetson Room and certain outdoor areas per approval and requirements noted in Addendum.

Authorized Servers of Alcohol - Distribution, sales and serving of alcohol on campus is only permitted through a contracted third party vendor with a valid liquor license, trained servers and documented liability insurance to include a liquor liability policy. Third party alcohol vendor must submit a certificate of insurance to Stetson University reflecting current liability policies and must name Stetson University as an additional insured in regards to liability and their services.

- **Authorized Server Responsibilities** - Third party server(s) must be present at all times; alcohol cannot be left unattended. The third party vendor is responsible for the sales, serving and supplying the wine, beer, and alcohol served at the event. The third party alcohol vendor is also responsible for checking legal age of patrons/attendees as well as sobriety judgment in regards to serving alcohol to attendees.

Alcohol Proceeds - Alcohol sold and served at events must be done via the third party alcohol vendor, and may not be used as a fundraiser or profit for the sponsoring group. If there will be a cost to attendees for alcoholic drinks, they must purchase the drinks directly from the alcohol vendor. Due to alcohol licensing laws, Stetson University staff and sponsoring organizations must not participate in the sales of alcoholic drinks, nor the sales or collection of money for 'drink tickets' for alcoholic drinks, as this could be considered a violation of liquor laws.

Publicity - Publicity mentioning Stetson University facilities may not include mention of sponsorship or advertising by alcoholic beverage companies or as a promotion for consuming alcohol beverages.

Other Requirements - Non-alcoholic beverages and non-salty foods must be available, free, and displayed attractively. Water must be one of the non-alcoholic beverages provided. Food must be available when the alcohol distribution begins and replenished as necessary throughout the event.

Security Required - Depending upon type of event and attendee numbers, adequate security acceptable to Stetson University may need to be procured with either the Deland Police Department or other off-duty law enforcement at the cost of the event sponsor if alcohol is approved to be served. Determination will be made upon receipt and review of the Event Alcohol Approval Form. Event Sponsor will be notified of any requirements in the Addendum.