

STUDENT ORGANIZATION EVENTS WITH ALCOHOL

Student Affairs received requests from constituents across campus to consider piloting changes to the Lehigh University social policy as it pertains to undergraduate and graduate students and student organizations. In considering goals regarding health and safety, diversity and inclusion, and creating a vibrant community life on campus for students, we believe that this pilot program will provide Lehigh with the opportunity to try out and evaluate some social policy changes that could have positive outcomes for Lehigh students and life.

The pilot will run in the Spring and Fall semesters of 2016. Each semester, the Student Activities Office in consultation with the Campus Events Advisory Group (which includes representatives from General Counsel, Risk Management, LUPD, Student Activities, Conference Services, etc.) will recommend to the Vice Provost for Student Affairs a select number of proposed events by student organizations that could occur on campus with alcohol.

In this pilot phase, we will specifically focus on recognized graduate and undergraduate student organizations, and will also consider in a limited quantity, events proposed by recognized multicultural Greek organizations and recognized non-residential Fraternities (as these are the groups who currently do not have the ability to hold any events on campus with alcohol).

After each individual event and at the end of this pilot period, we will collectively review the events held to determine if our goals related to 1) encouraging on-campus social life; 2) offering safe events where alcohol can be consumed legally and in moderation; and 3) increasing students' perception of equity across different types of student groups on campus were achieved and to evaluate how the events went from both a student and an administrative perspective. At the end of the Spring 2016 semester, we will utilize this evaluative information to propose next steps around this topic for student groups in the future.

In conclusion, it is extremely important to note that as we continue to talk with student leaders across campus, many share the view of the administration that in order to encourage social life to occur on Lehigh's campus, it is a partnership that requires BOTH changes in administrative policy and also changes in the way students choose to engage in high-risk drinking behaviors. Enhancing the Lehigh social life is a collective community effort and requires that students take responsibility for their actions, demonstrate mature decision-making with regard to the use of alcohol, and show a willingness to take care of one another and intervene with their peers as necessary to promote healthy, safe campus climate. We are committed to continuing to offer educational training modules such as AlcoholEDU, TIPS, Red Watchband, peer-led alcohol awareness workshops, etc. to ensure that students are equipped with the information and tools needed to assist in this effort.

Serving of Alcoholic Beverages at On-campus Events

The following are the requirements for events with alcoholic beverages to occur on campus:

- All graduate and undergraduate student organizations wishing to hold an event with alcohol must submit an event planning form and meet with the Campus Event Advisory Group (CEAG) to discuss the event and receive recommendations from the various participating departments that must be implemented. The event planning form submission and CEAG meeting must take place a minimum of six weeks prior to the proposed event date.
- The sponsoring student organization will need to fill out a [Student Organization Alcohol Service Request Form](#). Note that the sponsoring student organization is required to read and

follow the alcohol guidelines on this form. In addition, the completed form must be submitted at least two weeks in advance of the proposed event date.;

- Once the event has the approval of the CEAG, it will be forwarded to the Vice Provost of Student Affairs for final approval;
- Events may be held Thursday – Saturday nights on campus;
- The locations on campus designated to hold these events are the University Center spaces, Wood Dining Room, Lamberton Hall, and Zoellner Arts Center. Depending on the location requested by the student group, the appropriate staff from those areas will be included in the CEAG meeting to discuss the venue requirements with the group;
- If a group requests to use Wood Dining room, they are required to secure transportation for students to and from the event;
- Only wine and beer will be served at any event hosted by a student group. No hard alcohol of any kind should be present at one of these events;
- Hours for events to be held must remain within the current guidelines provided by Conference Services within their contracts;
- A reasonable amount of food and alternative beverages must be provided at any event in which alcohol is served. The appropriate quantity and type needed will be determined by Sodexo in conjunction with the CEAG (typically a standard of 1 alcoholic drink per legal age person, per hour of the event will be applied);
- There must be Event Staff members present at each student event with alcohol regardless of the size of the event. At the discretion of LUPD, police presence may also be required. The number of Event Staff and number of police officers needed will be at the sole discretion of LUPD;
- A determination will be made by LUPD, in conjunction with others on the CEAG, as to whether a designated area must be set up in which students can consume alcohol or whether alcohol may be present in the entire event space (with students displaying visible wristbands signifying they are of legal age). The LUPD will also determine at what location and in what manner students will be carded for the event;
- Student organizations may propose events that are run as “cash bar” events or events that are run as regular catering events. Sodexo has sole discretion in setting minimum guarantees on “cash bar” sales and/or on per head or per event catering charges for alcohol.
- If an event is requested to include a “cash bar”, this event must be proposed 60 days in advance (unless it is in Zoellner Arts Center) because these events also require Sodexo to get the approval of the PA Liquor Control Board.
- While student organizations can solicit funding from outside sources to supplement the funding for their events, “Lehigh After Dark” funding will NOT be available to groups wishing to hold an event with alcohol regardless of the day/time of the event.
- Once a group’s event has been approved, the organization will be responsible for designating one member of the event planning team who will be present at the actual event to schedule to attend a TIPS training session before the date of the event.

March 2016 Addendum:

The social policy group, appointed in Spring 2016, has developed a list of pilot items to be implemented in the spring term.

The modifications to current policy listed below are designed to reduce cumbersome requirements to schedule small-scale events and respond to student feedback about changes that could increase the likelihood of students choosing to schedule events on campus.

1. Registered events including hard alcohol will be considered on a case by case basis. Examples of events permitted in this category could include a weekend cocktail party or brunch with alumni and/or parents. Existing serving rules from the current social policy apply (see Section II.A.D. of the current social policy.)
2. Event registration will be required only for events exceeding 75 attendees. This is an alteration from the current social policy, which requires registration for events with more than 50 people.
3. Registered events may be scheduled on the following days of the week: Thursday beginning at 4:00pm and ending no later than midnight, and Friday from 4:00pm until Sunday at 2:00am.

At the conclusion of Spring term 2016, these pilot items will be reviewed to determine if, and how long, this effort should be extended or written formally into the new social policy. Aside from these pilot items, the existing social policy remains in effect, as written here: [Lehigh University Social Policy](#)

General Guidelines for Off-Campus Events Involving Alcohol

- The event must be held at a third-party vendor that has a State of Pennsylvania Liquor License and is able to provide proof of liability insurance. The responsibility of selling and serving alcoholic beverages shall be assumed by the vendor. The vendor and/or licensed security agency shall be responsible for checking IDs.
- All organization members that consume alcoholic beverages must be no less than 21 year of age.
- Event needs to be approved by the Office of Student activities 30 days in advance. All contractual agreements with the vendor and/or hosting facility must be approved by student Activities. No student organization or member of the organization shall sign an agreement unless directed otherwise by the Office of Student activities.
- Alcoholic beverages cannot be purchased with University or organizational funds.
- Alcoholic beverages shall be served at a cash bar on a cash-per-drink basis.
- Alternative non-alcoholic beverages must be available and hors d'oeuvres or other food must be served.

For information pertaining to on-campus events involving Fraternities and Sororities or the Tailgating policy, please refer to the [Lehigh University Social Policy](#).