

	<b>FGCU POLICY 4.002</b>	<b>Responsible Unit:</b>  Student Success and Enrollment Management; Administrative Services and Finance
	<b>Possession, Service, or Consumption of Alcoholic Beverages at University Functions</b>	

**A. POLICY STATEMENT**

In the interest of providing the University community with a safe environment to learn, teach, live, and work, this Policy is created to provide guidance to members of the University community regarding the approval process for University functions on University premises where the possession, service, or consumption of alcohol will occur.

All members of the University community are reminded that they must comply with all applicable federal and state laws, local ordinances, and University regulations related to the possession, service, or consumption of alcohol on University premises or when affiliated with a University function. In some cases, a student organization must comply with additional requirements as directed by its parent organization.

Regardless of the nature of any gathering of students at a registered or unregistered Event, individuals and student organizations may be held accountable for their behavior through University student conduct proceedings.

**B. REASON FOR POLICY**

This Policy implements FGCU Regulation 9.002, Possession, Service, or Consumption of Alcohol. This Policy also provides direction to students and student organizations on the requirements for the possession, service, and consumption of alcohol at Events where persons under the age of twenty-one (21) will be present. Finally, this Policy provides information to the University community on the health risks of excessive alcohol consumption and resources to address excessive alcohol consumption.

**C. APPLICABILITY AND/OR ACCOUNTABILITY**

This Policy applies to all members of the University community, as well as outside persons and groups who will use University Premises and request permission to possess, serve, or consume alcohol at an approved Event.

**D. DEFINITIONS**

1. *Event*: An activity at which alcohol is served, used, or consumed. An Event does not include any intercollegiate athletics competitions conducted or contracted by or for the Department of Intercollegiate Athletics.

2. *Event Organizer*: Any individual, department, or entity who manages, coordinates, or hosts an Event.
3. *Facility Use Custodian*: Staff member assigned to schedule, coordinate, and manage a specific facility as outlined in FGCU Policy 3.026, Use of University Facilities.

## **E. APPROVAL PROCESS FOR EVENTS WITH ALCOHOLIC BEVERAGES**

1. Approval Process for Events or University Functions Occurring on University Premises
  - a) Any person, group, or organization seeking permission to serve alcoholic beverages on University Premises at an Event or University function shall file the Application for Serving Alcoholic Beverages for the area being requested with Campus Reservations or the Facility Use Custodian, as appropriate. The information submitted will be reviewed for appropriate use of space by Campus Reservations or the Facility Use Custodian consistent with FGCU Policy 3.026, Use of University Facilities.
  - b) The Application for Serving Alcoholic Beverages is then routed to Business Services for review of appropriate business and catering licenses and compliance with alcohol permitting requirements, and to the University Police Department for review of operational safety. Additional insurance, security, or other services may be required for any Event where alcohol is served in order for the Event to be approved. Costs associated with these additional services will be the responsibility of the Event Organizer.
  - c) Upon completion of all applicable approvals required in this section, Campus Reservations or the Facility Use Custodian will provide final notification to the Event Organizer of the conditions of approval which may include additional costs to secure or manage the Event.
    - 1) All Applications for Serving Alcoholic Beverages on University premises by a non-student, individual, or other private Event shall be approved by the Vice President for Administrative Services and Finance, or designee, through the process for the Application for Serving Alcoholic Beverages.
    - 2) All Applications for Serving Alcoholic Beverages at a student-managed Event on University premises shall be approved by the Vice President for Student Success and Enrollment Management, or designee.
    - 3) All requests to serve alcohol as part of academic course requirements shall be approved by the Executive Vice President and Provost, or designee.
    - 4) All requests to serve alcohol at a student-managed Event which is required for service learning credit or requires the completion of a course-related form, shall be approved by the Executive Vice President and Provost, or designee.

- 5) An Application for Serving Alcoholic Beverages at a non-student Event hosted by a University department shall be approved by the Division Vice President, or designee, to which that department reports. An Application for Serving Alcoholic Beverages at a non-student Event hosted by a direct report to the University President shall be approved by the University President, or designee.
2. Approval Process for University Functions and Events Occurring Away from University Premises
    - a. Through a process determined by the approver, a request to possess, serve, or consume alcohol at Events, University functions, or student-managed Events occurring away from University premises will be managed by the respective Vice President, or designee, of the department managing the Event. An Application for Serving Alcoholic Beverages at a non-student Event occurring away from University premises hosted by a direct report to the University President shall be approved by the University President, or designee.
    - b. For an off-campus student-managed Event, the Event Organizer must complete the Off-Campus Alcoholic Beverage Request form that shall be approved by the Vice President for Student Success and Enrollment Management, or designee.

## **F. PLANNING AN EVENT WITH ALCOHOLIC BEVERAGES**

Events, University functions, or student-managed Events consisting primarily of University community members or a private entity which utilizes University premises and at which alcoholic beverages are served, must comply with the following guidelines:

1. Alcoholic beverages must be served by a properly licensed and insured third-party vendor.
2. No state appropriated funds, federal funds, or A&S fees may be used to purchase or sell alcoholic beverages.
3. All persons consuming alcoholic beverages must be at least twenty-one (21) years of age and show valid identification including birth date. The burden of proof for showing legal age is placed upon the person desiring service at an Event. No service will be provided unless clear evidence of legal age is presented.
4. The server has the right to refuse to serve anyone who is under the legal drinking age or to anyone who appears to be intoxicated.
5. If an alcoholic beverage is being sold or served, a non-alcoholic beverage must be available at a price equal to or less than the price of the alcoholic beverage being sold or served.

6. Wherever alcoholic beverages are present, food and non-alcoholic beverage options must be available throughout the duration of the Event.
7. Direct access to alcoholic beverages at an approved Event must be limited to persons employed as the server by the Event's vendor.
8. Servers must not consume alcoholic beverages during the Event.
9. The only alcoholic beverages that may be possessed or consumed at an Event are alcoholic beverages served at the Event by the Event's vendor.
10. Alcoholic beverages must be consumed within the Event's designated area.

## **G. REQUIREMENTS FOR STUDENT-MANAGED EVENTS**

Any registered student organization (RSO), which includes sports clubs, as well as fraternity and sororities, organizing an Event, for example formal, social, or recognition Event, and that plan to request to possess, serve, or consume alcohol at the Event, must follow all University policies and procedures. The RSO will also comply with federal and state laws, local ordinances, as well as policies and procedures of the group's national or local affiliate sponsor.

Event Organizers are encouraged to meet with the Office of Student Involvement (OSI) professional staff in advance of the anticipated date of the Event to discuss these requirements.

1. Requirements
  - a. Each academic year, RSOs planning to host Events involving the possession, service, or consumption of alcoholic beverages must have at least four (4) officers attend a TIPS Responsible Host Training, sponsored by OSI, prior to hosting any Events at which alcoholic beverages are served or consumed. Each sober monitor working at an Event must also complete this training.
  - b. All Events not taking place on University premises at which alcoholic beverages will be served must be held at an establishment with a third-party vendor who holds a license to sell alcoholic beverages on the premises.
  - c. No collections or donations of any type are permitted for the purpose of purchasing or receiving alcoholic beverages during a student-sponsored Event.
  - d. Use of common usage containers such as trash cans, punch bowls, kegs, party balls, pitchers, etc. to serve alcoholic beverages is prohibited.

- e. If professional transportation is being used to transport an RSO's guests to and from the Event, a copy of the contract with the transportation company must be submitted with the Event paperwork. No alcoholic beverages may be consumed on transportation vehicle by any passenger(s), regardless of age.
- f. Alcoholic beverages may not be served or consumed at any social Event in conjunction with recruitment of students to join the organization or group.
- g. Alcoholic beverages may not be used as prizes or awards at any Event.

## 2. Procedure

All RSOs, including sports clubs and fraternities and sororities, must register any Event that involves the possession, service, or consumption of alcoholic beverages. This registration is done with OSI through the Event Planning form in EagleLink at least ten (10) business days in advance of the Event.

- a. The following documents and information must be included and uploaded within the Event Planning form at the time of submission (at least ten (10) business days in advance):
  - 1) Campus Reservations confirmation (for Events on University premises) or licensed third-party venue contract/confirmation (for off-campus Events only);
  - 2) Application for Serving Alcoholic Beverages (for Events on University premises only) or Off-Campus Alcoholic Beverage Request form (for off-campus Events);
  - 3) List of sober monitors - one (1) Sober Monitor per twenty-five (25) expected guests and proof of completion of TIPS training by each monitor;
  - 4) Completed risk management checklist; and
  - 5) The RSO's Event Organizer must attend a meeting with a professional staff member from OSI to discuss risk management plans no later than ten (10) business days prior to the date of the Event. The meeting should include the Event Organizer; designated officer(s), as specified by OSI; and the RSO's President.
- b. In preparation for the risk management meeting, the RSO's Event Organizer must bring the completed risk management checklist (found in the Event Planning form) and organization's risk management plan.
- c. All Events must receive final approval on the Event Planning form via Eaglelink from OSI prior to the distribution of promotional materials and Event announcements.

- d. A signed copy of the reviewed checklist, acknowledgment of understanding of FGCU Regulation 4.002, Student Code of Conduct and Student Conduct Review Process, and this Policy will be discussed.

## **H. EVENTS AT OR IN PROXIMITY TO ATHLETIC EVENTS AND VENUES**

1. Alcoholic beverages may not be served or consumed inside or surrounding University athletic venues except at an Event with the proper space reservations and an approved Application for Serving Alcoholic Beverages.
2. Alcoholic beverages can be served with approval in designated areas surrounding Alico Arena and other athletic venues prior to, during, and after scheduled athletic Events on game days and will be restricted to pre-approved Events at designated locations.
3. Possession or consumption of alcoholic beverages is allowed inside Athletic venues with the proper approval of the Application for Serving Alcoholic Beverages for specific Events or University functions.
4. Open containers of alcoholic beverages that are not served by the vendor approved on the Application for Serving Alcoholic Beverages at an Event, University function, or student-managed Event are not allowed.
5. Event Organizers and University Police reserve the right to deny access to athletic Events to individuals and members of the public who exhibit behaviors consistent with alcohol intoxication or who behave in any manner inconsistent with the requirements of this Policy.

## **I. HEALTH RISKS OF ALCOHOL**

1. Alcohol consumption may cause a number of changes in behavior due to the following factors: rate of intake, body size and composition, expectations, social environment, physical conditions, enzyme differences, and concentration of alcohol in a drink.
2. Alcohol may increase aggressiveness, lower inhibitions, cloud judgment, reduce resistance, and hamper the ability to make decisions. Alcohol first affects the area of the brain responsible for higher functions, such as decision-making and social inhibitions, suppressing an individual's self-control.
3. Alcohol in the blood can slow reaction time, reduce muscle coordination, and impair eyesight, contributing to deficits in performance, judgment, memory, and motor skills. Even low doses can significantly impair the judgment and coordination required to drive a car safely. The designated driver should never drink alcohol.
4. Moderate to high doses of alcohol may cause marked impairments in higher mental functions, altering a person's ability to learn and remember information. Very high doses

cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol may produce the effects just described above.

## **J. EDUCATIONAL RESOURCES AND SUPPORT**

1. In support of responsible use of alcoholic beverages, the University provides numerous resources and support services available to students, faculty, and staff of Florida Gulf Coast University, including alcohol education, counseling, treatment, rehabilitation, re-entry, prevention, and intervention, as well as other educational programs.
2. Below are just a few of these resources and services:

Prevention & Wellness Services (PWS): PWS has educational pamphlets, videos, CD-ROMs, and other resources for education on various substance use and abuse issues. All of their resources are either free to have or borrow in Howard Hall. Please call 239-590-7733 for more information.

Counseling and Psychological Services (CAPS): CAPS provides assessment and counseling intervention for our students and consultation and referral for our faculty and staff. Please call 239-590-7950 for further information.

Student Health Services (SHS): SHS has a wide array of educational materials and a helpful medical staff to answer your questions. SHS is located adjacent to parking garage two (2). Please call 239-590-7966 for more information.

Alcoholics Anonymous: The campus meeting is open to all. Call CAPS for current meeting time and place or Lee County AA 24-hour hotline at 239-275-5111. You may also call:

Collier County: 239-265-6535  
Charlotte County: 941-426-7723

David Lawrence Center (Collier County): 239-455-8500

Narcotics Anonymous (naflorida.org): Lee and Charlotte County: 866-389-1344

SalusCare (Lee County): 239-332-6937; 239-275-3222

The Employee Assistance Program (EAP): The EAP provides confidential professional assistance to employees and their immediate family members to resolve problems that adversely affect their personal lives and/or job performance. The EAP is also available for supervisory referrals through Human Resources when an employee's job performance may be affected by a personal problem. The EAP toll-free help line is available at 24 hours/7 days a week. Please call 1-800-226-7930 for further information.

*Authority*

*BOG Regulation 1.001, University Board of Trustees Powers and Duties*

*History of Policy*

*New 06/20/08; Amended 07/19/17; Amended 04/13/21*

**APPROVED:**

\*s/Michael V. Martin  
Michael V. Martin, President

April 13, 2020  
Date





## Florida Gulf Coast University Application for Serving Alcoholic Beverages on University Premises

**1.** In order to serve alcohol on The Florida Gulf Coast University campus and other FGCU premises, the attached Application for Serving Alcoholic Beverages (Application) must be completed in its entirety by an authorized representative of the organization submitting the Application (Applicant). The Applicant is responsible for completing the top portion of the Application including but not limited to contact information, hosting organization, and type of beverages to be served.

Outside caterers and bartenders are permitted to serve alcohol on FGCU premises as long as the **Director of Business Operations (or designee)** receives a copy of a valid Caterer License For Beer, Wine, and Liquor Consumption on Premises (Form 13CT). (A copy of Chartwell's Form 13CT is maintained in the Office of Business Operations)

Once the top portion of the Application has been completed, the application must be submitted to the **Facility Use Custodian** for the space in which the event is taking place (Campus Reservations, Athletics, Housing, or Campus Recreation). The **Facility Use Custodian** will also provide the Applicant with a copy of Policy 4.002.

**2.** The **Facility Use Custodian** will ensure that a space reservation has been made and will circle their department (located in section 2) and the **Administrator** to which the organization managing the event reports (located in section 5).

**3.** After the Facility Use Custodian has approved this section, they will then route the Application (along with a copy of the Form 13CT, except when using Chartwells), to FGCU's Office of **Business Operations**.

**4.** If approved, the Office of **Business Operations** will route the signed Application to the **University Police Department** located in the Campus Support Complex.

**5.** If approved, the **University Police Department** will route the signed Application to the **Office of The Vice President** to which the organization managing the event reports (this office will be circled by the Facility Use Custodian). Once signed by the appropriate Vice President (or designee), the completed form is routed back to the **Facility Use Custodian** for the space in which the event is taking place.

Once the form is completed with all necessary signatures, the **Facility Use Custodian** will contact the Applicant to let them know that their event has been approved. The Facility Use Custodian will also send a scanned copy of the completed Application to the **Applicant, Business Operations, the University Police Department, and the Office of The Vice President to which the organization managing the event reports, as well as FGCU's Director of Catering**. **The Application is not considered approved until the Facility Use Custodian contacts the Applicant, indicating approval.**



# Florida Gulf Coast University

## Application for Serving Alcoholic Beverages on University Premises

<b>1.</b> <input type="checkbox"/> University Function	<input type="checkbox"/> Student Managed Event	<input type="checkbox"/> Outside Organization
Event Name: _____	Event Date: _____	
Event Timeframe: _____	Location Reserved: _____	
Name of Organization: _____		
Applicant Name: _____	Phone Number: _____	
Expected Headcount: _____	Email: _____	
Alcoholic Beverages to be served (check all that apply):		
<input type="checkbox"/> Beer	<input type="checkbox"/> Wine	<input type="checkbox"/> Distilled Spirits
Catering Provided By: _____		
Bartending Provided By:* _____		
<small>*All companies (except Chartwells) providing bartending are required to provide a copy of a valid "Caterer License for Beer, Wine, and Liquor Consumption on Premises (Form 13CT)" with the application</small>		
Planned Activities (attach additional paper if necessary): _____		

### Approval Routing (Form must be approved by all parties listed below)

Please note that the routing and approval of this form can take several weeks so please plan accordingly

<p><b>2.</b> Facility Use Custodian Space Use Approval:</p> <p>Circle One: Campus Reservations   Campus Recreation   Housing   Athletics</p> <p><input type="checkbox"/> A copy of Policy 4.002 has been provided to applicant <span style="float: right;"><input type="checkbox"/> Location Reserved</span></p> <p>Reference Number: _____ Facility Use Custodian Signature: _____ Date: _____</p>
<p><b>3.</b> Business Operations Approval:</p> <p>Approval of Director of Business Operations (or designee): _____ Date: _____</p>
<p><b>4.</b> University Police Department Approval:</p> <p><input type="checkbox"/> This organization has not previously been found in violation of state or local laws, of Reg. FGCU-PR9.002, or Policy 4.002</p> <p>Security Needed: <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><input type="checkbox"/> Approved   <input type="checkbox"/> Denied   Reason: _____</p> <p>University Police Department signature: _____ Date: _____</p>
<p><b>5.</b> Administrative Approval:*</p> <p><small>*To be signed by the Vice President (or designee) to which the organization managing the event reports</small></p> <p>Circle One: President's Office   Admin. Svcs &amp; Fin.   Student Affairs   Provost   Advancement   Chief of Staff   Gen. Counsel</p> <p>Vice President (or designee) signature: _____ Date: _____</p>