# Student Organization Registration Form for Events with Alcohol

This form must be submitted at least 10 class days before the event.

## Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsoring Organization</td>
<td></td>
</tr>
<tr>
<td>Primary Contact Person</td>
<td></td>
</tr>
<tr>
<td>Primary Contact Phone Number</td>
<td></td>
</tr>
<tr>
<td>Primary Contact Email Address</td>
<td></td>
</tr>
</tbody>
</table>

## Event Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Date</td>
<td></td>
</tr>
<tr>
<td>Event Name</td>
<td></td>
</tr>
<tr>
<td>Event Location</td>
<td></td>
</tr>
<tr>
<td>Event Description</td>
<td></td>
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<tr>
<td></td>
<td>Please be as detailed as possible</td>
</tr>
</tbody>
</table>

Provide a brief description of why you would like to serve alcohol at this event. [Required]

## Number of Guests on Guest List

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Guests on Guest List</td>
<td></td>
</tr>
</tbody>
</table>

## C.A.R.E. Monitor Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of C.A.R.E. Monitors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Must have 1 monitor for every 25 guests</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Alternate C.A.R.E. Monitors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Must be 1 alternate for every 4 monitors</td>
</tr>
</tbody>
</table>
### Advisor Information

- **On-Campus Advisor Name [Required]**
- **Advisor Email Address [Required]**
- **Advisor Phone Number [Required]**

### Notified Advisor [Required]
By checking this box, I certify that I have informed my on-campus advisor of this event and he/she is aware that alcohol will be served at this event.

Valid input:
- Select only one choice.

[ ] I Agree

### Supplemental Information

Please upload the following documents. You will not be able to submit this form for approval without all documents being uploaded.

- **Third Party Vendor License [Required]**
  Please upload proof of the establishment's third party vendor license.

- **Venue Insurance Documentation [Required]**
  Please upload proof of the establishment's liability insurance policy.

- **Security Personnel [Required]**
  Please upload proof of licensed security personnel that will be staffing the event.

- **Publicity Materials**
  Please upload a sample of promotional materials that will be used for this event.

As indicated in the Student Organization Handbook (available in PDF format here), below are the policies related to Registered Student Organizations (RSOs) and events with alcohol.

The University is committed to providing an environment that includes policies and educational elements to encourage responsible choices for the use or non-use of alcohol for those of legal age, and actively encourages low risk alcohol use for those who choose to consume alcohol. Further, the University believes in the importance of alcohol education programs for all members of the University community. It is upon this and the education-oriented philosophy of the University that the following alcohol policy is based.

The alcohol policy at The University of Tampa is based on compliance with Florida State Statute 562-111, chapter 562, Tampa City Ordinance Chapter 3, City Ordinance 3-40, Fraternal Information and Programming Group (FIPG) risk management recommendations, and the use of alcohol in moderation and under appropriate circumstances. This policy applies to all student organizations and those groups holding events on University property or in association with the University including off campus events. In the case of visitors/guests violating the policy, the host may be held responsible and depending on the violation, the visitor is also subject to arrest.

An event may be deemed as a student organization event if a reasonable observer would associate it with the student organization. The reason for the broadness of this policy is that legally, regardless of whether or not you believe an event to be a student organization event or not, your organization can be held responsible in a court of law if the jury is convinced that a reasonable observer would say the event was a student organization event. Factors that may make it more likely for an event to be
deemed a student organization event are, but are not limited to:

If the event is announced at a student organization meeting
If t-shirts are made for the event
If officers of the organization have knowledge or have planned the event
If it takes place before or after an official organization event
If pictures found on the internet (Facebook) suggest organization involvement
If there is a clearly followed theme to the event which suggests coordination

General Policies for All Events with Alcohol

All events, sponsored or endorsed by the University and/or a RSO, or any event an observer would associate with the organization, including off-campus events, must be in compliance with the stated policies below:

All students and RSOs at The University of Tampa must observe Section 562-111, Chapter 562, and City Ordinance 3-4 that prohibits:

any person under the age of 21 from possession or consumption of alcoholic beverages;
the selling, giving, or serving of alcoholic beverages to persons under the age of 21 by any person or organization;
any person from misrepresenting or misstating his/her age;
open containers of alcohol.

No RSO may hold an event on campus where alcohol will be served.
No RSO may hold an event with an open bar. Events with alcohol must be cash bar only.
No RSO may hold an event with alcohol on a boat.
No kegs, or other common source alcohol containers (such as punch, party balls, etc.) are permitted. Only licensed third party vendors may have kegs.
No event shall include drinking contests or give out alcohol as a prize for a contest.
RSO funds, money generated from student activity fees, or admission fees collected at the event may not be used for the purchase of alcohol.

A sign must be displayed at all times that states: “We do not serve minors,” “We reserve the right to refuse service to anyone who appears to be intoxicated, or who appears to be underage and cannot provide acceptable identification,” or a similar statement.

Alcohol may only be served at events where bathrooms can be accessed without leaving the facility. Participants cannot leave and gain readmission to the serving area under any circumstances. (If you have identified a venue that has a bathroom in the facility, but not in the room of your event, please discuss this with the Office of Student Leadership and Engagement in advance to see if alternate, acceptable arrangements can be made that would meet the goal of this piece of the policy).

An appropriate amount of non-salty food and non-alcoholic beverages must be made available to all participants. If the non-alcoholic food and beverages run out, the alcohol sales must stop.

Open parties (those with unrestricted access by non-members of the sponsoring organization without specific invitation) are prohibited. A guest list must be turned in to the Office of Student Leadership and Engagement a minimum of 1 class day prior to the event. This list must include each guest's full name, date of birth, and host (if the individual is not a member of sponsoring organization).

Organizations must have a safe transportation plan.

No organization may hold an event with alcohol during or 48 hours preceding final examination period, at organizational recruitment events, initiation events, or NCAA events unless granted an exception by the Office of Student Leadership and Engagement.

All venues used, whether on or off campus, must be used respectfully and left in the condition in which it was found. If damage occurs, or if the venue is not properly cleaned, the proper authorities will make an effort to seek out the responsible individual(s) and refer them to The University of Tampa Office of Student Conduct. However, when this is not possible, the student organization, represented by the president at the time of the incident, will be responsible for any damage or extra costs incurred and will be turned over to the Office of Student Conduct.

A post-event meeting may be held between the student organization officer planning the event and a representative from the Office of Student Leadership and Engagement within five class days after the event.

Religious Events with Alcohol

When the use of alcohol is essential during a religion or spiritual event, the student organization hosting the event must first seek approval from the Health and Wellness Center.

CARE Monitor Policy

The organization officer planning the event must contact the Health and Wellness Center to receive CARE training in order to be eligible to hold an event with alcohol.

Proof of one CARE monitor for every 25 guests, plus 25% of total monitors as alternates (e.g., if you have 100 people at your event, you must have 4 monitors, plus one alternate). Names and student ID numbers will be required.
Proof of a designated driver program or other alternate transportation for guests.

Copies of all publicity materials (including, but not limited to: posters, banners, newspaper or Facebook advertisements, t-shirts, etc.). Publicity may not contain phrases that highlight the manner alcohol will be consumed (i.e., “Drink and Drown,” “All You Can Drink,” etc.). Publicity must also mention the availability of non-alcoholic beverages. The following statement MUST be included on all publicity: “Participants at the event must be prepared to present two forms of age identification, one containing a photo. Participants must be 21 years of age or older in order to consume alcohol.”

A CARE monitor should be at the entrance to the venue insuring that individuals on the guest list are admitted to the event. The monitor, along with security, is responsible for not allowing intoxicated persons into the event.

Guests 21 or over must be given a wristband at the door, and must have it on at all times when purchasing or consuming alcohol.

Failure to comply with any of the aforementioned policies will result in the student organization being referred to the Office of Student Conduct.

Policy Statement [Required]
I agree to abide by the University of Tampa policies regarding events with alcohol (listed above).
Valid input:
- Select only one choice.

[ ] I Agree

Reminder

Per University policy, finalized guest lists must be submitted to the Office of Student Leadership and Engagement (OSLE) at least 24 hours prior to the time of the event. OSLE is open M-F from 8:30am - 5:00pm.

Please note that your submission of this form does not guarantee approval of the event, and that it will not be approved without all required information. An OSLE staff member will contact you to confirm approval or discuss any questions.

If you change any information related to the event, please contact StudentEngagement@ut.edu.