Ringling College of Art + Design

POLICIES AND PROCEDURES FOR EVENTS WITH ALCOHOL

Ringling College considers the abuse of alcohol by its faculty, staff and students to be unsafe and counterproductive to the educational process and the work environment. We do not encourage the presence and use of alcohol at College sponsored events. The College may, however, permit the legal purchase and use of alcoholic beverages at College related events that are properly organized and scheduled only when the event will not interfere with scheduled academic activities or the normal operations of the College. If such a program will involve students, permission to provide service must be acquired from the Vice-President Dean of Students and the Vice-President for Academic Affairs in cases where a faculty member is the sponsor.

Requests for permission to serve alcohol will only be considered if a third party vendor properly licensed by appropriate state and local authorities has been contracted to serve alcohol. A copy of the appropriate license must be submitted with the request. Requests from the faculty or staff sponsor must be made in writing by completing the

Alcohol Policy Exemption Form that is available online:

https://www.ringling.edu/index.php?id=1802

at least two weeks prior to the proposed event. Furthermore, only events where the majority of the intended Ringling College attendees will be of legal drinking age will be considered for approval.

Additionally, the following are specific policies and procedures that must be followed for the use of alcohol at College events:

1. The only alcoholic beverages that can be served at College functions that are student-oriented are beer and wine.

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2. One quarter hour prior to the approved ending time listed on the Alcohol Exemption Form, sales will stop.

3. College funds will not be used to pay for or sponsor a party, meal or event where alcoholic beverages are consumed, served or sold in violation of Florida law.

4. Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements can display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.

5. An adequate amount of food and alternative beverages (such as: water, juice, assorted sodas, coffee, and teas) must be available throughout the entire event. The amount of the food and beverages appropriate for the size and duration of the event will be determined by the Vice-President Dean of Students.

6. The sponsor is responsible for ensuring that all College policies and procedures are strictly obeyed.

7. Appropriate precautionary measures must be in place to ensure that beer and wine are not served to individuals under the legal drinking age (21 in the State of Florida). These measures include having a designated individual, as deemed by Non-student, screening persons entering the event and attaching a wristband or stamp indicating those of legal drinking age. At any time during the event, the individual screening has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having enough alcohol prior to or during the event.

8. Under no circumstances should anyone be coerced to drink alcohol. This means no drinking games, contests, or events to encourage excessive drinking. Additionally, alcohol cannot be given as a prize.

9. No kegs, or other common source alcohol containers (such as punch, party balls, etc.) are permitted.

10. Public intoxication at any College sponsored event, in any College facility or area, including common or outdoor areas in College owned residential facilities is prohibited and will be subject to disciplinary action.

11. An approved staff or faculty supervisor must be present at the event for the entire duration. The Vice-President Dean of Students may require more than one supervisor depending on the size and nature of the event.

12. Depending on the size and nature of the event, the Vice-President Dean of Students may require the presence of Public Safety and/or Police. This will be at the expense of the sponsor.

13. Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Vice-President Dean of Students for review. The College can take disciplinary action as a result of violations of these policies and procedures.

14. Adherence to these policies and procedures applies to any College sponsored program or activity (including field trips, gallery events, etc.) whether on or offcampus.

For further information and guidance on the policies and procedures related to events with alcohol, please contact the Vice-President Dean of Students.

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REQUEST FOR PERMISSION TO SERVE ALCOHOL AT COLLEGE EVENT FORM

Requesting Faculty or Staff Sponsor:_____Phone:_____

Date of Event: _____Time of Event: _____Location: _____

Students in Attendance:

_____ Yes (Requires approval of the Vice-President Dean of Students)

_____ Yes (If related to Academic Affairs also requires approval of VPAA)

_____ No (Requires approval of the President)

Brief Description of the Event:

Name of Third Party Vendor with Appropriate License _____

Phone Number/Contact Information for Third Party Vendor (Attach License)_____

_____

List the food and non-alcoholic beverages that will be present:

I have read the "Policies and Procedures for Events with Alcohol" and understand what is required.

_____

Signature of Faculty or Staff Sponsor

Conditions of Approval _____

_____

Signature(s) for approval:

President_____

VP Dean of Students _____

VP for Academic Affairs_____

cc: Public Safety, Student Life, Academic Affairs, Facility Operations