- must finalize such arrangements directly with Dining Services, including all billings and payments.
- No food or beverages may be brought into an event by an outside caterer except with special authorization.
- No alcoholic beverages are permitted to be brought into university facilities by individuals or groups.
- No alcoholic beverages may be served or sold to anyone under 21 years of age. Students must present two forms of valid photo identification.
- The Student Organization and its officers are responsible for ensuring that
  no one under the age of 21 is served alcoholic beverages and for ensuring
  that no one under the age of 21 consumes any alcoholic beverages.
- The Student Organization and its officers will be held responsible for all charges and costs incurred in connection with the event.
- The Student Organization and its officers will be held responsible for any property damage that occurs in connection with the event.
- The Student Organization and its officers are responsible for ensuring that no more than three guests per person are in attendance.
- The normal closing hours of all University facilities shall be adhered to and at no time shall alcoholic beverages be served after 12 a.m.
- Students who plan or who attend scheduled events are responsible for knowing and following the policies and procedures for such events as well as the rules that may apply in specific buildings or areas of the campus.
- Student Organizations must have the support of their advisor.
- Other criteria may apply, depending upon the circumstances of the event.
- Any University staff member in charge of a facility, or an event, or his/her designee, or otherwise employed by the University has the authority to enter and remain present at the event in order to: (1) limit or terminate the

consumption or possession of alcoholic beverages, (2) terminate the event, and/or (3) take any other action required to maintain or to restore order and decorum.

Where alcohol will be served, student organizations must adhere to following guidelines:

- All alcohol must be provided by a licensed and insured third party vendor.
- Third party vendors must provide proof of insurance with a minimum of \$1,000,000 of general liability insurance, evidenced by a copy of the properly completed certificate of insurance prepared by the insurance provider. The certificate must show that the insurance coverage maintains "off premises liquor liability and non-owned and hired auto coverage". The certificate must show that the vendor has added the student organization sponsor(s) as "additional insured" or "namely insured" on their insurance coverage for the date of the event. If requested by the University, the Student Organization must be able to provide the above referenced documentation.
- No alcoholic beverages may be served or sold to anyone under 21 years of age.
- Vendors are responsible for: (1) checking identification cards upon entry to the event, (2) refusing service of alcoholic beverages to minors, (3) refusing service to individuals who appear intoxicated, (4) maintaining control of all alcoholic containers present, and (5) collecting all remaining

adhered to. Failure by any Student Organization to comply with these additional guidelines from their national and/or international council may result in disciplinary action against the Student Organization by the University.