



## **POLICY: ALCOHOL EVENTS**

### Preamble

UNLV promotes an environment that encourages the full personal and professional development of those it serves and of those who serve the university. UNLV assists students in meeting the intellectual and ethical challenges of responsible citizenship and a full and productive life through opportunities to acquire the knowledge and common experience that enhances critical thinking, leadership skills, aesthetic sensitivity, and social integrity. The decision to provide and use alcohol must be considered within this context. The approval to serve alcohol will be governed by specific state laws, county ordinances, university regulations, and the nature of the university community. The University of Nevada, Las Vegas, expects that individuals and groups operating within these laws and regulations will engage in responsible and appropriate drinking behavior.

### Purpose

The UNLV Alcohol Events Policy provides guidelines for the UNLV community, guests and visitors conducting events involving alcohol whether in university facilities, on the university premises, or at off-campus locations when the event is authorized, sponsored or in other means affiliated with the university. Excluded are events occurring within the curriculum of the College of Hotel Administration. The policy defines the implementation of state laws, county ordinances, and university regulations. The policy further exists to fully inform the sponsor of the event involving alcohol and the consumer of the alcoholic beverage about his/her responsibilities and the consequences for non-adherence.

### The Use of Alcoholic Beverages

The university will support and enforce these regulations through its authority as stated in the Board of Regents' Code and the Student Conduct Code. Individuals may also be held responsible by other authorities for infraction of state laws and county ordinances. Complete information on the Nevada Revised Statutes and Clark County Code are available from the UNLV Director of Public Safety.

#### A. Relevant Regulations

1. Events in which alcohol beverages are to be present must conform to the provisions of the university liquor permit (CCC 8.20.355), state laws, county ordinances, university regulations and this policy.
2. Use or possession of alcoholic beverages by any person under the age of 21 is prohibited (NRS 202.020).
3. It is unlawful for a person under 21 years of age to falsely represent himself or herself to be 21 years of age in order to obtain alcohol (NRS 202.040).
4. Serving alcohol to a person under the age of 21 is prohibited (CCC 8.20.340 & NRS 202.055).
5. Aiding a minor in procuring alcohol is prohibited (NRS 202.055).
6. Alcoholic beverages may not be served to an intoxicated person (CCC 8.20.300).

7. It is prohibited by county ordinance for the designated responsible person (See section B) or any server of alcohol to be intoxicated at an event where alcohol is served (CCC 8.20.380). Further, it is prohibited under this policy for the designated responsible person, monitors, or any server of alcohol at the event where alcohol is served.
8. All servers of alcohol at events and the designated responsible person must have valid certification of completion of an Alcohol Awareness Training Program (CCC 8.20.055).

B. Application for Alcohol Events Permit

1. In accordance with Clark County Code and University Policy, any individual, organization, or university department wishing to provide alcoholic beverages at an event must submit an application to the President of the University through the Vice President for Student Life. Permission will be granted at the sole discretion of the President of the University. Applications and application requirements are available from the Vice President for Student Life.
2. The application must contain a description of the event including date, time, location and purpose of the event. It shall include the name, phone number and university title or position of the designated responsible person for the event. The designated responsible person must either be a full-time faculty member (teaching or professional staff) or full-time classified staff member of the university. The designated responsible person may not be someone whose position is under the administrative authority of the permit applicant so as to avoid the possibility that the designated responsible person is non-voluntary or in any way coerced. The designated responsible person must be in attendance during the entire duration of the event. Further responsibilities are listed in Section E of this policy.
3. Events other than receptions/dinners are required to have monitors. The application shall include the names and phone numbers of the monitors of the event, who must be selected in advance of the event. Policies and procedures governing the roles and responsibilities of monitors are provided in Section E of this policy.
4. The designated responsible person must have completed and have valid certification of an Alcohol Awareness Training Program.
5. The designated responsible person must sign a statement indicating that, as the responsible person, he or she is considered the licensee and may be criminally or civilly liable for liquor violations which occur at the event. Given this level of accountability, the individual should carefully consider responsibilities involved. The best protection against these liabilities is to follow the provisions of this policy. Furthermore, the university strongly suggests that the purchasing and serving of alcoholic beverages, and supervision of these functions be arranged through an independent provider specially trained for this function. The university food service provider, currently Sodexo, is available for this purpose.
6. The university police are responsible for the security of the UNLV campus. All organizations planning events at which alcohol will be served are required to contact the university police to discuss the event and the need for security. University police will determine staffing level and will make all arrangements for security at the events on campus. The cost of security will be borne by the sponsors of the event.
7. Application, required certifications, and statements must be delivered to the Vice President for Student Life no less than ten (10) calendar days prior to the date of the

event. Due to the timeframe necessary to process the event permit, no exceptions will be allowed.

C. Requirements applicable to events involving alcohol

1. Student organizations sponsoring events at which alcohol will be served must annually provide for its members an alcohol education program provided by the Coordinator for the Drug/Alcohol Awareness Program of the UNLV Student Counseling and Psychological Services Department. The educational program must occur prior to the organization's first event at which alcohol will be served. Certification by the Coordinator for the Drug/Alcohol Awareness Program must accompany the application for the Alcohol Events Permit. Successful completion of the education program is defined as attendance by 75% the total number of members claimed in the organization's application for CSUN recognition. UNLV Student Government (CSUN) will be responsible for alcohol education for its elected, appointed and paid personnel.
2. Serving of alcohol may not occur before 6:00 p.m. and must end by 2:00 a.m. Events which, by their nature do not fit this time frame, (e.g. wine service at a luncheon, late afternoon receptions, etc.), may be exempted by the Vice President for Student Life. Request for exemptions shall be in writing and attached to the application.
3. There must be a purpose for the event other than the consumption of alcohol. Alcohol may not be used for drinking games, contest prizes, nor may alcohol be used by entertainers as part of his/her performance.
4. The service of alcohol at events at which the presence of alcohol is incongruent with the purpose of the event (e.g. academic ceremonies, honor society inductions), is prohibited.
5. Advertising for the event may not suggest or indicate the availability of alcohol, nor may it suggest a focus associated with alcohol consumption. Advertising should focus on the purpose of the event.
6. The serving of alcohol is restricted to specifically defined space within a building and alcohol may not be taken from that premises. An exception for tailgate events occurring at the Sam Boyd Silver Bowl will be approved providing the serving area is physically separated from the surrounding area; access to and departure from this area must be strictly monitored.
7. Detailed plans must be included with the permit application that explain the procedures to be used to prevent minors from being served or from consuming alcohol beverages. Procedures must include verification by photo ID that the individual is 21 years of age or older.
8. Estimates of the quantity of alcohol to be available must take into consideration a realistic estimate of attendance and the likely percentage of non-drinkers. The quantity of alcohol provided for an event should not exceed one serving of alcohol per person. A serving includes 12 oz beer; 5 oz of wine; or 1 oz. of hard alcohol.
9. State funds may not be used to purchase alcohol. The source of funds for the purchase of alcohol is restricted by Board of Regents Policy and State of Nevada regulations. Therefore, alcohol purchases must be processed through the university purchasing department. Tradeouts or other means to pay for alcohol that serve to circumvent these policies and regulations are prohibited. The source of the alcohol to be served must be noted on the permit application.

10. Individuals attending an event where alcohol will be provided may not bring their own alcohol to the event.
11. Non-salty food and non-alcoholic beverages must be available throughout the event. At least one-half of the total refreshment budget must be spent on food and non-alcoholic beverages. UNLV contracts with food service providers which grants them exclusive rights to provide food, alcoholic and non-alcoholic beverages to events on campus. Ordinarily, the event sponsors must purchase the food, alcoholic and non-alcoholic beverages through these companies or obtain a waiver from them.
12. Alcohol education information that encourages responsible drinking must be prominently displayed at events where alcoholic beverages will be served or consumed. The Coordinator for Drug/Alcohol Awareness Program at the UNLV Student Counseling and Psychological Services Department is recommended as a resource.
13. Policies and procedures, as well as fire and safety regulations, for facilities being used for an event at which alcohol will be present must be followed. Room occupancy must not exceed safety limitations. The event sponsor is responsible for seeking out and knowing the requirements of the facility.

#### D. Outdoor Events

1. Alcohol may not be present and/or consumed at outdoor events. An exception for tailgate events at the Sam Boyd Silver Bowl may be made providing the sponsoring group utilizes the Thomas and Mack staff to serve alcohol, and, in addition to the policies and procedures herein, adheres to all additional alcohol events policies and procedures established by the Thomas and Mack staff for such events.

#### E. Responsibilities and Duties

##### 1. Responsible Person

- a. Must have completed and have valid certification by an Alcohol Awareness Training Program.
- b. Must be a full-time faculty (teaching or professional staff) or full-time classified staff member whose position is not under the administrative authority of the permit applicant.
- c. Must read the applicable state and local statutes (Section II-A of this policy).
- d. Must sign a statement indicating they agree to be considered the licensee and may be criminally and civilly liable for liquor violations that occur at the event.
- e. Must know, observe, and enforce all provisions of the university's alcohol policy; all regulations of the facility where the event is held; and all local, county, state and federal regulations.
- f. Must be present during the entire event.
- g. Must be 21 years of age or older.
- h. Must explain and assign monitor's duties and supervise their performance.
- i. Must supervise clean-up.

Note: Events occurring in licensed facilities (i.e. ones possessing a liquor license independent from the university permit), assume the responsibility to adhere to the applicable federal, state and local laws pertaining to the serving and consumption of alcohol.

##### 2. Monitors

- a. Must be 21 years of age or older.
- b. May be a member of the organization.
- c. Must arrive on time for the assigned monitoring period.
- d. Must not consume any alcohol prior to or during their monitoring period.
- e. Must wear visible identification.
- f. Must verify participant's picture identification and age.
- g. Must verify eligibility to consume alcoholic beverage through the means established in the event permit.
- h. Must circulate through the participants during the event to determine that all applicable policies and procedures are being followed.
- i. Must remain on duty during the assigned monitoring period.
- j. Must notify the designated responsible person immediately of any problems and/or violations of procedures, policies and laws.
- k. Must perform other duties as assigned by the designated responsible person.

F. Sanctions for Violation of the Alcohol Policy

1. Violations will be reported to the Vice President for Student Life by the designated responsible person.
2. Investigation and, when necessary, adjudication of alleged violations will be conducted as outlined in the Board of Regents' Code and the Student Conduct Code.
3. The designated responsible person for an event where alcohol is served will be held responsible for enforcement of these regulations. Failure to comply with the regulations may result in, but are not limited to, one or more of the following actions:
  - a. Immediate termination of the event, which may be ordered by the designated responsible person or the police.
  - b. Referral to the Vice President for Student Life for review of the alleged violations.
  - c. Arrest of or legal action against the designated responsible person for violation of the law.
4. The university police may, at their discretion, terminate an event which they believe is not in compliance with this policy. A report of this policy violation(s) and the reason(s) for termination of the event will be forwarded to the Vice President for Student Life for review and appropriate action.

Revised August, 1997