

GUIDELINES FOR HOSTING OFF CAMPUS EVENTS WITH ALCOHOL FOR STUDENT GROUPS

GENERAL STATEMENTS

An important element of the UABSOM's mission is to prepare students for responsible and productive lives in the medical profession. UABSOM recognizes that student organizations lead the way in fostering relationships among members of the community through programming and facilitation of social interaction. UABSOM also recognizes alcohol abuse as a potential health, safety, and security problem. The student organization is responsible for assuring that alcohol consumption does not detrimentally affect the health and well-being of those attending the event. This set of guidelines provides a framework for students to both comply with relevant University policies, include the General Policy Regarding the Use and Consumption of Alcoholic Beverages and the Student Code of Conduct and exemplify the level of professionalism consistent with the schools professional standards and expectations.

The following expectations apply to all University of Alabama Birmingham (UAB) Student Organizations which sponsor, cosponsor, host, arrange, organize, participate in, or otherwise facilitate "student events" (activities, functions, parties, gatherings, etc. whether ON or OFF campus), where alcohol is served or consumed. Failure to observe these guidelines may result in disciplinary charges and sanctions against students and student Organizations.

These guidelines cover the possession or consumption of alcohol at all university events held off campus.

With the minimum legal drinking age, a substantial portion of the undergraduate student body cannot legally consume alcohol beverages, and therefore it is ordinarily inappropriate to permit service and consumption of alcohol beverages at an event primarily attended by undergraduates. For other events, alcohol beverages should only be served at events when at least 2/3 of the anticipated attendees are expected to be of the minimum legal drinking age.

ALL GROUPS SHOULD TAKE NECESSARY PRECAUTIONS FOR EVENTS WHERE ALCOHOL IS SERVED. THE UNIVERSITY STRONGLY ENCOURAGES STUDENT ORGANIZATIONS TO FOLLOW THE STEPS OUTLINED IN THIS DOCUMENT AS A GUIDELINE WHEN PLANNING THESE EVENTS.

General Alcohol Laws and University Rules

The possession, use, sale or consumption of alcoholic beverages must be in compliance with any and all applicable laws and policies of the state, county, city and UAB.

Specifically, you are reminded, it is illegal to:

- a. Serve or furnish alcohol to a person(s) under the age of 21 or to any person(s) who is or appears to be under the influence of alcohol (impaired);
- b. Drink in a place open or accessible to the general public such as streets, parking lots, sidewalks, public areas of campus, etc.;
- c. Sell alcohol without a license;
- d. Drive while under the influence of alcohol (impaired).

Education Requirement

A list of scheduled Alcohol Awareness Programs will be sent to each Student Organization at the beginning of the fall semester.

The University encourages all organizations to participate in these educational programs even if alcohol not served at their events.

At least two executive officers, one of whom must be the Student Organization/Council President or Social Risk Management Chairperson or their equivalents, must attend an alcohol education session. The President of the Student Organization/Council must sign an Acknowledgement and Review Statement indicating that the Alcohol Guidelines have been reviewed with the membership.

The Acknowledgement and Review Statement must be returned by the deadline established annually. If executive officers do not meet the requirements listed above, no events involving alcohol will be allowed.

Event Supervision

Student Organization officers and/or event organizers are responsible for arranging appropriate supervision and/or security for events where alcohol is served or consumed.

At least one of the advisors/supervisors who sign the event notification form should be present during the entire length of the event. The advisor/supervisor must be age 21 or over. Advisor/supervisor substitutions are only made on an emergency basis and must be approved in writing prior to the event by the Dean of Students or his/her designee.

Student Organizations must take appropriate measures to ensure that the crowd does not exceed fire code capacity specifications set by the Health and Safety Office or other appropriate official. Organizations must develop a plan with hired security to prevent attendance at events from exceeding maximum occupancy. Student Organizations are required to ensure the safety of their members and guests. Security is required at any off campus event –paid for by student organization—bonded agency

Event Guidelines

All Social/ Formal Events MUST be held at a third party venue. Under NO circumstances may a member's residence be used to host a recognized Social/ Formal Event. The contract, certificate of insurance, and liquor license will be reviewed by the Medical Student Services Staff to determine compliance with these guidelines.

A third party venue will be chosen by the student organization(s), in conjunction with the Medical Student Services Staff, taking into account the number of agreed-upon guests.

DO WE WANT AN APPROVED LIST OF VENUES?

Student Organizations are not allowed to advertise that alcohol will be served or consumed at their event or present any pictorial, radio, written or verbal references to alcohol on any student event advertisement or invitation.

The messages conveyed in the promotion of the event must not encourage any form of misuse of alcohol, must not convey the consumption of alcohol is the purpose or reason for the event, must not portray drinking as a solution to personal or academic problems nor as necessary to social, sexual or academic success.

No alcohol of any type shall be provided as awards or prizes to any individual, Student Organization at any student event.

The purchase or use of a bulk quantity or common source containers of alcohol (e.g. kegs, cases of beer, beer balls, party balls, or alcoholic punch) is prohibited at all events or activities.

Alcohol may only be served by a **third-party vendor** or **licensed bartender**. Third party vendors are officially licensed private caterers or vendors of food and alcoholic beverages and assume the responsibility and liability for checking age identification, controlling the service of alcohol, and monitoring excessive consumption of alcohol. **Third party vendors must provide proof of having a million dollars of liability insurance coverage through issuing a certificate of insurance.** The certificate of insurance 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 and the University of Alabama Board of Trustees as “additional insured” or “namely insured” on their insurance coverage for the date of the event.

Event hosts must check identification of all individuals entering an event. It must be verified that each person is eighteen (18) years of age or older or a UAB student before being permitted to attend a student event where alcohol is served or consumed.

The hosts must identify all persons of legal drinking age by some visible, nontransferable means (wrist bands, stamps, etc.). No one under age 21 is allowed to possess or consume alcohol. No one 21 or over may obtain alcohol for any person under age 21.

There must be at least one socially responsible host per **50** attendees at any event. A socially responsible host must be a member of the student organization hosting the event. They must not consume alcohol immediately prior to or during the event. They are responsible for overseeing and ensuring the safety of the event and adherence to the University Alcohol Policy, including but not limited to: (1) ensuring compliance with state and city law; 2) ensuring that alcohol is served in a controlled manner and not freely accessible; (3) ensuring that no one under 21 or who is visibly intoxicated is served; (4) ensuring that alcohol does not leave the area of the event; (5) responsible communication with vendor management and staff throughout the duration of the event; and (6) general assistance should any unforeseeable circumstance present itself. The responsible host(s) must introduce themselves to any security guards and serve as the point persons with the third-party agency.

Host Student Organizations are responsible if under age consumption of alcohol occurs at their event.

Non-alcoholic beverages and non-salty food must be available at the same place as the alcoholic beverages and available during the duration of the event.

All events must end by 1:00 am

Alcohol may not be served or consumed for more than four (4) hours during any single event.

A sign shall be conspicuously displayed at all event entrances indicating the event is restricted to members and invited guests and stating the end time of the event. Signs with taxi service contact information should also be posted at the main exit of the party

For the duration of the event, the student organization must provide and have available transportation by taxi or other similar means for members/guests who are visibly intoxicated or who request transportation.

The possession, use or sale of any ILLEGAL DRUGS OR CONTROLLED SUBSTANCE at any organization or event or any activity that an observer would reasonably associate with the organization is strictly prohibited.

No student organization should condone or tolerate any form of discrimination, harassment or sexually abusive behavior, whether physical, mental or emotional. All organizations and their leaders shall review annually UAB's Student Violence and Sexual Misconduct Policy found at: <http://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000761.aspx> which applies to all student organizations, its members and affiliates.

Each student organization should annually educate and review with its officers and members these student guidelines. Copies should be obtained and distributed to all advisors, officers, and members before the start of classes each semester.

Inappropriate behavior, including but not limited to, fighting, illegal consumption of drugs/alcohol, vandalism, disorderly conduct, weapons, or property damage will not be tolerated and the continuation of the event will be at the discretion of the staff, facility manager, or sponsoring organization.

The Student Organization and its officers will be held responsible for any property damage that occurs in connection with the event.

At events where guests are invited, the Student Organization and its officers are responsible for ensuring that no more than 1 guest per person are in attendance.

FAILURE TO FOLLOW GUIDELINES

Student Organizations may be held accountable to both the University and to criminal/civil authorities for violation(s) of the Alcohol Guidelines. Student Organizations are subject to UAB disciplinary proceedings regardless of the pendency of criminal/civil proceedings or other University proceedings.

Any sanction(s) imposed as a result of violations of these guidelines will also result in notification of any local, state and/or national governing bodies. In addition, notification will be sent to the Student Organization advisor.

Note that since a student organization is not able to be ticketed, any fines assessed via law enforcement agencies will be given to the leaders of the student organization. In a similar manner, individual students who provide alcohol beverages to underage students will face disciplinary action. In any such cases that result in injury, damage or disruption, the student who provides alcohol will face probable suspension from the University.

MINIMIZING YOUR RISKS

We want your event to be enjoyable for you and your guests. Remember those who are hosting the event set the tone for the event. Clear decisions need to be made prior to the event regarding the role of alcohol and the focus of the event.

Your liability risks are **GREATLY** increased if you:

- 1) Allow alcohol to be consumed by a minor (under 21 years of age);
- 2) Allow someone who is already impaired to consume alcohol;
- 3) Allow someone who is already impaired to leave your event and get behind the wheel of a Car

APPENDIX A

The following is a brief summary of some of the laws UABSOM students must adhere to relating to alcohol and other drugs.

1. *Aiding Underage Possession/ Consumption of Alcohol:* It is unlawful to aid a person under the age of 21 in obtaining alcohol, including falsely representing the person is not a minor.
2. *Unlawful Possession, Receipt, Manufacture, or Distribution (Trafficking) of Controlled Substances (Including Marijuana):* It is unlawful to knowingly sell, manufacture, possess supplies to create controlled substances, deliver, bring into the state, receive or be in possession of controlled substances. This includes illegally obtaining prescription drugs and marijuana (which is not legal in Alabama). Trafficking to persons under age 21, or on premises in which a person younger than 18 is present or resides, or in close proximity to a school or college results in significantly enhanced penalties, as does a drug offense that results in the death or bodily injury of a person.
3. *Driving Under the Influence (DUI):* It is illegal for any person, regardless of age, to operate a motor vehicle while under the influence of alcohol; the State of Alabama considers anyone with a blood alcohol content of .08 or higher as under the influence. Individuals under the age of 21 are considered under the influence of alcohol when they have a blood alcohol content of .02 or higher.
4. *Improper Identification:* It is a criminal offense to use false identification to obtain alcohol.
5. *Minor in Possession:* In the State of Alabama, it is illegal for any person under the age of 21 to purchase, consume or possess any alcoholic beverage of any kind.
6. *Open Beverage:* It is unlawful to have an open container of alcohol in the passenger area of a motor vehicle.
7. *Alabama Dram Shop Act:* Individuals who are injured by a person who received alcohol contrary to Alabama law (underage minor, providing unlawful controlled substance, serving alcohol to visibly intoxicated person, etc.) have a cause of action for civil damages against the person who provided the alcohol to the underage minor or caused the individual to become intoxicated or furnished a controlled substance to that person.
8. *Alabama Civil Damages Act:* A person may be liable for damages under civil law to a parent or guardian of a minor if that person unlawfully sells or furnishes spirituous liquors to their minor child. To be liable, there must be evidence that you had knowledge of or was chargeable with notice of the fact that the child was under 21.
9. *Public Intoxication:* It is unlawful for a person to appear in a public place under the influence of alcohol, narcotics or other drug to the degree that s/he endangers her/himself or another person or property, or by boisterous and offensive conduct annoys another person in his vicinity.

APPENDIX B

University of Alabama at Birmingham

GENERAL POLICY REGARDING THE USE AND CONSUMPTION OF ALCOHOLIC BEVERAGES

October 1, 2012

NOTE: This policy replaces the General Policy Regarding the Use and Consumption of Alcoholic Beverages dated October 17, 1986, and Office of the Provost Academic Programs Alcoholic Beverage Policy dated October 16, 1997.

Introduction

Diversity of opinion and freedom of choice are concepts which have long been an integral part of higher education tradition. This freedom, however, entails the exercise of personal accountability, including the obligation to make informed decisions regarding use and consumption of alcoholic beverages.

Within the academic and social environment of the University of Alabama at Birmingham, alcohol may be served at certain occasions. In an effort to ensure that alcohol is used only in a responsible manner, the following policies are established.

General University Policies

1. Compliance

The use of alcoholic beverages must be in compliance with federal, state and local laws; the regulations of the Alabama ABC Board; and other university policies and procedures, including, but not limited to, the Drug-Free Workplace Policy and the Drug-Free Campus Policy for Students.

2. Approval and Location of the Event

The service of alcoholic beverages on campus is limited to areas approved in advance by the dean/vice president or his/her designee. A “responsible person” must be designated for every function at which alcoholic beverages are served. That individual is responsible for ensuring that this policy and other related policies (see “Compliance”) are followed.

3. Controlled Areas

Alcoholic beverages may not be taken outside predetermined boundaries of the university-sponsored event. Steps should be taken to ensure that alcoholic beverages are contained within

these boundaries. All alcoholic beverages should be consumed or disposed of by all guests or participants before they leave the premises.

4. Event Advertisements

Advertisements or invitations to university-sponsored events where alcoholic beverages are being served should emphasize the nature of the event and not alcoholic beverages.

5. Self-Service

Alcoholic beverages served at a university-sponsored event must not be freely available to attendees. A designated server or hired professional bartender must be on duty at the event to limit the size and number of drinks served. If the function involves a sit-down meal at which alcohol is served, waiters and/or waitresses should be instructed to ask before automatically refilling wine or liquor glasses.

6. Proper Identification

Alabama state law prohibits purchase, consumption or serving of beer, wine or distilled spirits by persons under legal drinking age. It is also a violation of Alabama state law to purchase alcohol for, or serve alcohol to, persons under the legal drinking age. Therefore, at all university-sponsored events where alcoholic beverages will be served, the designated server or hired professional bartender will be required to check for proper identification before serving any alcoholic beverages and must reject any questionable forms of identification. Alcoholic beverages may not be served at functions where the majority of attendees are under legal drinking age.

7. Non-Alcoholic Beverage Alternatives

Alternative non-alcoholic beverages must be equally available and accessible at all university-sponsored events where alcoholic beverages are served. Water should not be the only alternative beverage offered.

8. Food

Food must be made available to those in attendance at all university-sponsored events where alcoholic beverages are served.

9. Hours of Service

Service of alcoholic beverages must be discontinued at least one hour before an event is scheduled to end.

10. Refusal to Serve Intoxicated Guests

If a participant or guest at a university-sponsored event where alcoholic beverages are being served appears to have exceeded his or her consumption limit, the designated server or hired professional bartender must discontinue serving alcoholic beverages to this individual.

11. Individual Responsibilities

Failure to comply with the policies and regulations stated within this document or violation of the law may result in civil and/or university action.

Implementation

The Office of the Provost and the Office of the Vice President for Financial Affairs and Administration are responsible for procedures to implement this policy.

APPENDIX C

Alcohol Poisoning Signs, Effects of Blood Alcohol Concentration, and Tips for Lowering Drinking Risks

I. Signs and Symptoms of Alcohol Poisoning

Call 911 if a person has any of the following symptoms:

- Cold, clammy pale or bluish skin
- Vomiting without waking up
- Mental confusion, stupor or unconsciousness
- Can't be awakened by pinching, prodding or shouting
- Slow breathing (fewer than 8 breaths per minute), or irregular breathing (10 seconds or more between breaths)
- Seizures
- Stay sober to take care of you and your friends
- Don't try to guess the level of drunkenness
- Never leave an intoxicated person alone!

II. Effects of Blood Alcohol Concentration

A. LOW RISK

BAC 0.02% - 0.03%:

- **Coordination/Balance:** A bit lightheaded
- **Impairment/Judgment:** Not as inhibited as usual
- **Emotional:** Previous mood prior to drinking may be heightened
- **Physical Signs:** Usually okay, somewhat relaxed

BAC 0.04% - 0.06%:

- **Coordination/Balance:** Fairly lightheaded

- **Impairment/Judgment:** Feelings of shyness start to disappear, less cautious than usual
- **Emotional:** Unrealistic or overblown feelings of joy and happiness
- **Physical Signs:** Exaggerating everyday behaviors (ex: talking louder, acting much bolder than usual), feeling warm and relaxed

B. RISK of HARM

BAC 0.07% - 0.09%:

- **Coordination/Balance:** Major problems in coordination and balance, slightly impaired motor skills
- **Impairment/Judgment:** Subjective impairment (belief that you are functioning better than you really are), difficulty deciding whether or not to continue drinking
- **Emotional:** Feelings of extreme joy and happiness
- **Physical Signs:** Slurred speech, impaired vision and hearing, feeling extremely warm and relaxed

BAC 0.10% - 0.125%:

- **Coordination/Balance:** Significantly impaired motor functions, no sense of coordination or balance
- **Impairment/Judgment:** Considerably impaired memory and judgment
- **Emotional:** Exaggerated, socially inappropriate emotions leading to loud, aggressive, or argumentative behavior
- **Physical Signs:** Impaired vision, hearing and physical and mental reaction time, vomiting, feeling cold

BAC 0.13% - 0.15%:

- **Coordination/Balance:** Overall motor impairment, severe lack of physical control and balance
- **Impairment/Judgment:** Greatly impaired judgment and perception
- **Emotional:** May be anxious, irritable, uncooperative, depressed
- **Physical Signs:** Blurred vision, greatly impaired physical and mental reaction time, and nausea and vomiting pose the risk of physical harm to self or others (ex: stumbling, falling down)

C. HIGH RISK

BAC .16% - .19%:

- **Coordination/Balance:** Apparent complete disorientation
- **Impairment/Judgment:** Severely impaired judgment and perception
- **Physical Signs:** Nausea, vomiting, feeling sick or weak, cold clammy hands and feet, slow breathing risk

BAC .20% - .24%:

- **Coordination/Balance:** Dazed and confused, extremely disoriented, needs help to stand or walk
- **Impairment/Judgment:** Impaired memory, blacking out, not feeling pain from injury

- **Physical Signs:** Cold clammy hands and feet, vomiting, weakened gag reflex leads to risk of choking on vomit resulting in breathing difficulties, slower or more difficult breathing begins (8 to 10 breaths per minute is considered to be slow breathing)

D. EMERGENCY RISK

BAC .25% - .29%:

- **Coordination/Balance:** Severe injury risk due to falling or other accidents
- **Impairment/Judgment:** Severely impaired mental and physical functions
- **Physical Signs:** Vomiting and depressant effects of alcohol on muscles and nervous system present, great risk of aspiration (choking on vomit causing breathing problems), very slow breathing (less than 8-10 breaths per minute), cold feeling, blue lips

BAC .30% - .34%:

- Urgent - Risk of physical harm.
- **Physical Signs:** Severely slowed breathing (less than 8-10 breaths per minute) limits oxygen intake, dangerously slowed nerve centers controlling breathing (oxygen intake) and heartbeat (pumping of oxygen), difficulty awakening or arousing, little awareness of surroundings, could suddenly black out or fall into unconsciousness or coma

E. RISK OF DEATH

BAC .35% - .39%:

- **Physical Signs:** Likely unconscious or in a coma, dangerously slowed nerve centers controlling breathing (oxygen intake) and heartbeat (pumping of oxygen), risk that breathing could stop

BAC .40% and up:

- **Physical Signs:** Probably in a coma, brain damage or death due to oxygen deprivation

APPENDIX D

Tips For Responsible (Lower Risk) Drinking

UAB offers the following “tips” to students who choose to consume alcoholic beverages. UAB does not encourage the use of, nor condone the misuse of, alcoholic beverages or other drugs. University students, faculty and staff are responsible for their own behavior. These “tips” are provided in order to promote a responsible attitude toward the use of alcoholic beverages, and to inform the university community of commonly accepted principles that, if followed, will reduce individual risk.

- a. Pace your drinking. Allow time between drinks.
- b. Consider alternating non-alcoholic “decoy” drinks with those containing alcohol. (Drink plain orange juice every other drink.)
- c. Don't drink on an empty stomach. Foods with fats and/or proteins (such as nuts and cheese) slow alcohol absorption.
- d. Drink only if YOU want to, don't let others dictate your choice.
- e. Keep in mind that an added ice cube, a slightly smaller glass, or a "decoy" drink will go undetected by others. They may help you resist the well-meaning efforts of others at the party who can't stand to see someone without a drink in their hand.