



Procedures and Regulations for Implementation of the Alcohol Policy for Non-Student Events on the campus of Centenary College of Louisiana

Acknowledgement of Responsibility

Prior to registering any event where alcoholic beverages are to be present and/or served on property controlled by the College, a responsible member of the sponsoring party must be knowledgeable about the Centenary College Alcohol Policy and Louisiana State Law, and is therefore held responsible for compliance with the policies. The following procedures should be followed for all on-campus events organized or hosted by non-students.

Event Responsibility and Supervision

1. A representative for the event should be designated as the host. The host shall take reasonable steps to enforce and comply with local, state, and federal laws along with Centenary College policy when governing the use of alcohol.
2. The host should complete the Campus Event Alcohol Approval Form found at centenary.edu/alcoholpolicies and submit it to the Vice President for Finance and Administration for approval of the serving of alcohol at the event.
3. If approved, the Vice President for Finance and Administration will so notify DPS.
4. The host will be required with the help of the Centenary Department of Public Safety to use an approved method of legal age verification for all guests at the request of the Department of Public Safety and the appropriate administrative office.
5. The sponsoring party is responsible for monitoring the entrance/exit of event locations. The Department of Public Safety may be required to provide additional monitoring by request of the Director of Community Services, the Director of Public Safety, or the beverage provider.
6. The service of alcoholic beverages may not occur 30 minutes prior to the scheduled conclusion of the event, and food is required to be served at any event where alcohol consumption is permitted. Alcohol can be served for a maximum of four hours at a given event.
7. Alcoholic beverages other than beer and wine may only be served at invitation only events.
8. At open campus events where individuals under the legal drinking age may be present, only beer and wine may be served to individuals of the legal drinking age.
9. Bring your own beverage events are not permitted at campus events. All alcohol must be served by a third party vendor, and must be regulated according to the Centenary Alcohol Policy.

10. Non-alcoholic beverages must also be served in conjunction with alcoholic beverages, and must be in plain sight, and easily accessible.

Event Coordination

1. To maintain order for each event, an assessment of the security needs will be undertaken by the Department of Public Safety and the Vice President for Finance and Administration. The sponsoring party will be responsible for any payment of services required.
2. Public safety will take priority over all other considerations in the decision to stop or limit admission to an event. The final responsibility for this decision rests with the Director of Public Safety, or the Vice President for Finance and Administration, in consultation with the event host. They will be permitted direct action concerning the termination of further consumption of alcohol, or the termination of the event itself.
3. Any Department of Public Safety officer has the authority to order the event terminated if the event in his/her judgment has failed to comply with the regulations set forth in the Alcohol Policy and/or the Louisiana State Law.
4. The Centenary Facilities department will charge the sponsoring organization for cleanup of the facilities or surrounding area that are left in a state of disorder.

ID policy and Process

Individuals who are of legal age must be clearly identified by a wristband, hand stamp, or other highly visible identification permitted by the Department of Public Safety. If all individuals are of the legal drinking age, a visible means of age identification may not be required.

Beverage Distribution

Alcoholic beverages may not be self-served. There must be a college-approved third party vendor who is held responsible for the entirety of the event. Unlimited service of alcoholic beverages is not permitted.

1. Beverages may not be served more than one at a time at student events.
2. Large containers (pitchers, buckets, jugs) will not be permitted or filled.
3. Cups permitted for the service of alcohol may be no larger than a total volume of 16 oz.
4. The beverage distribution may only be permitted/ restricted to the approved facility boundaries. Boundaries should be easily identifiable and advertised, and alcohol consumption should not be permitted beyond the boundary line.

Sanctions for Non-Compliance

Individuals

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1. Underage individuals who are observed possessing or consuming alcoholic beverages will have the beverage confiscated. These individuals may also be charged with illegal possession and/or consumption of alcohol, and may be removed from the event at the discretion of the Department of Public Safety or highest ranking school representative present at event.
2. Individuals who provide alcohol to and underage individual may also be asked to leave the event, and may have charges pressed against them.

The Vice President for Finance and Administration and the Director of Public Safety are authorized to impose any of the above mentioned sanctions. The Public Safety officer on duty at time of non-compliance may terminate the event if deemed necessary.