

Procedures for Event Planning with Alcohol

The University of Vermont supports and promotes recognized student clubs/organizations and athletic teams and respects the groups' rights and wishes to freely gather and socialize. Social events held by these recognized student groups and its members should be thoughtfully planned and adhere to university policy and state/federal law. In particular, events where alcohol is served should follow university policies and procedures in order to maintain the highest standards of health and safety.

Examples of incidents that would be concerning:

- The event had alcohol/drugs present and minors were served or enabled to consume alcohol or drugs.
- Individuals became so intoxicated/impaired as needing medical attention or to be taken into protective custody (detoxed), and/or otherwise their health or safety was placed at risk.
- The event was disruptive to others in the surrounding area.
- Events where alcohol/drugs (or cups to hold alcohol) are being sold for attendance.

Violations of University Policy may be referred to both the Center for Student Conduct and to the student organization's recognition entity (e.g. IFC/Panhel, SGA, Department of Athletics, etc.) to be resolved. Individuals may also be held accountable for violations of university policies through the Center for Student Conduct.

Sponsored Event:

Any gathering that is resourced/funded, organized, and/or promoted by a recognized student club/organization or athletic team.

Resources/Funding:

- Do the organization's funds support the event?

Organized:

- Did members of the organization discuss planning/approving this event?

Promoted:

- Was the event listed on the group's social media venues?
- Were invitations sent or distributed from members of the organization to other members or invited guests?

Other Criteria to be Considered:

- Is the event being held in a facility that a reasonable person understands to be owned or regularly used by members of the organization?
- Did leaders of the organization know that this event was happening?
- Would a reasonable, objective, person understand the gathering to be hosted by the organization?
- Would the event violate any lease agreement or fire safety code?

Planning a Social Event with Alcohol:

To safely host a social gathering where alcohol is to be served, the recognized student club/organization or athletic team should follow the following steps:

- Review the University Alcohol and Drug Policy (particularly registration and catering section)
 - Apply for approval and complete the registration form at least 10 days prior to the event
 - After an event has been properly registered, sponsors of on-campus social events involving alcohol must secure the services of UVM Dining as the licensed caterer; sponsors of off-campus social events involving alcohol must secure the services of a licensed caterer.
- Review the University Hazing Policy

The Following are examples of Known Licensed Caterers that have been used to host events:

University Dining Services (on campus)

Halvorson's (will not host underage)

The Sheraton

The Hilton

Vermont Comedy Club

Metronome

Drink

Higher Ground