

The University of the South - Undergraduate Student Social Host Policy

Purpose

The Undergraduate Student Social Host Policy provides guidance and clarification on the requirements for hosting fun, safe social events and establishes the minimum standards expected when hosting events at the University of the South. While the University will provide advice and other forms of assistance to individual students or recognized student organizations hosting events, the responsibility for providing an appropriate and safe atmosphere falls on the organization and individual students sponsoring the event.

Scope

The Undergraduate Student Social Host Policy applies to all social functions hosted by undergraduate students and recognized student organizations of the University of the South.

Definitions

Term	Definition
BYOB Event	<p>BYOB events are events where individuals who are of legal drinking age may bring limited quantities of alcoholic beverages that do not exceed 15% alcohol by volume.</p> <p>Types of alcohol permitted at a BYOB event:</p> <ul style="list-style-type: none">- 1 non-glass six-pack of beer or malt liquor below 15% alcohol by volume, with a total amount not to exceed 80 ounces. This includes, but is not limited to,<ul style="list-style-type: none">- Beer- Ice beer- Lime-a-Rita- Hard seltzer- Four Loko- Hard lemonade or iced tea- Smirnoff Ice- 1 non-glass bottle or box of wine, not to exceed 26 ounces, below 15% alcohol by volume
Cash Bar	A bar run by a licensed vendor where individuals of legal drinking age purchase alcoholic drinks individually.
Drinking Games	The possession of paraphernalia such as beer funnels, beer pong games, and games with the purpose of promoting the rapid, unsafe consumption of alcohol.

EQB Guide	The University of the South’s guide to student rights, responsibilities, Code of Conduct, and community commitments for all undergraduate students in the College of Arts & Sciences at the University of the South.
Event	A social function hosted by individual students or recognized student organizations that is advertised or that has a band, DJ, inflatables, or other attractions present.
Event Request	A form submitted via Sewanee Engage, the University’s organization management platform, by organizations requesting to host an event.
Gathering	A spontaneous or unplanned social function hosted by individual students or recognized student organizations.
Graduation Party	Any event hosted between the completion of Easter semester final exams and before the start of University commencement. For information on hosting a graduation party, please visit the Graduation Party Planning webpage .
Invite-Only Event	A closed event where the hosting student(s) or organization(s) has a specified guest list. Invite-only events require the event hosts to provide a way to identify guests invited to the event, such as a wristband or handstamp.
Sober Monitor	Students designated to remain sober, to help prevent problems from occurring during events, and to be the main point of contact in the event of an emergency.
Student Organization Handbook	The University of the South’s resource manual for student organizations. This document can be found here .
Substance-Free Event	An event that does not include alcohol. Illegal drugs are never permitted at the University of the South.
Unauthorized Event	Any event that is not registered or not approved to be hosted. All events must be registered AND approved before they may occur.
University Approved ID Checkers & Bartenders	University approved and trained ID checkers and bartenders certified by the Tennessee Alcoholic Beverage Commission (TABC). A list of approved University bartenders can be found here .

Clear policy statements

1. The University of the South recognizes the potential for harm that exists when any alcoholic beverages with greater than 15% alcohol by volume are present during social events. The University of the South permits only students or recognized student organizations to host events with alcoholic beverages greater than 15% alcohol by volume at invite-only events where drinks are sold at a cash bar by an entity licensed in Tennessee to serve alcohol, meaning that individuals of legal drinking age will pay per drink for any alcohol they purchase from the licensed vendor. The service or presence of drinks with greater than 15% alcohol by volume during an event hosted by a student or recognized student organization of the University of the South that is not in compliance with the statement above is prohibited.¹
2. The possession of paraphernalia such as beer funnels, beer pong games, and drinking games with the purpose of promoting the rapid, unsafe consumption of alcohol is not permitted.
3. All student organizations affiliated with an international or national organization must host events and coordinate risk management efforts in compliance with the international or national organization's and the University's policies. In instances where the international or national organization's policies are more restrictive than the University's policies, the organization would follow the international or national organization's policies and would remain in compliance with the University's policies.
4. All planned events with alcohol that have been advertised or that include a band, DJ, inflatables, or other attractions must be registered on Sewanee Engage at least 10 calendar days ahead of the proposed event date or the event will not be approved. An Office of Campus Activities staff member will review all event requests and either approve the event, deny the event as registered, or ask for more information.
5. Recognized student organizations may not purchase and furnish alcohol at events without following the cash bar or BYOB requirements in this policy. Organizational funds may not be used to purchase alcohol, and "pooling" money, especially by underage members, is prohibited.
6. Recognized student organizations may not host recruitment or intake events with alcohol present.

¹ Under Tennessee law, licenses to sell alcoholic beverages are location specific. No alcohol may be sold at any location that is not covered by a valid license to sell alcoholic beverages.

7. Sober monitors may not consume any alcohol for eight hours before the start of the event and for the entirety of the event. Students at the University are never permitted to possess or consume illegal drugs.
8. All organizations that host an event or a gathering that becomes unmanageable should call Sewanee Police to request assistance in getting the event or gathering to a manageable level. This may include ending the event or dispersing large crowds, and will always include addressing problematic behaviors. When organizations that host events or gatherings reach out to Sewanee Police for help controlling their events, the police will not cite the organization.

Consequences²

1. Students and recognized student organizations that violate this policy will face sanctions, including, but not limited to, the recognized student organization's inability to host future events and up to and including loss of University recognition.
2. The presence of alcohol or any illegal drugs at a substance-free event may result in disciplinary action for the organization hosting the event and any student(s) who brings alcohol or any illegal drugs into a substance-free event. It is the organization's responsibility to ensure that substance-free events remain substance-free.
3. Students or recognized student organizations hosting events that involve drinking games or drinking contests will face disciplinary action.
4. Recognized student organizations whose sober monitors fail to remain sober will face disciplinary action.
5. Failure to end an event at the designated time and violating the restrictions on noise may result in disciplinary action.

Responsibilities

Event Host

1. For events with alcohol, 1 trained sober monitor must be present for every 25 attendees. Organizations should establish the number of sober monitors by making a good-faith estimation of event attendance during the event planning process. Students who join a recognized student

² Unless specifically stated, consequences outlined in this policy apply only to recognized student organizations. For the consequences for individual students, please refer to "[EOB: The Guide for Living in Community](#)."

organization cannot be sober monitors during their first semester in the organization.

2. Event hosts must ensure that BYOB events have a method for checking in attendees of legal drinking age. Event hosts must also have a clear way to distinguish who is of legal drinking age and permitted to drink alcohol at the event, such as a wristband. Trained student sober monitors may serve as ID checkers and event hosts may also hire a University approved ID checker to check in attendees. Where possible, event hosts should maintain one location designated as the only entrance to the event where individuals of legal drinking age check in.
3. Event hosts at invite-only events must give attendees an identifying mark, such as wristbands or handstamps that identify them as someone permitted to be at the event. Anyone at the event not wearing the correct identifying mark is subject to removal from the event.

Sober Monitors

1. Sober monitors must not consume alcohol for eight hours before the event and for the entirety of the event. Students at the University are never permitted to possess or consume illegal drugs.
2. All sober monitors must attend a training session hosted by the Office of Campus Activities prior to serving as a sober monitor. This training is valid for two years from the date of completion. Please see the [Greek Life website](#) for more information on the required sober monitor training.
3. Before the event
 - a. Attend a sober monitor training session.
 - b. Review and understand the University's Undergraduate Student Social Host Policy.
 - c. Obtain a finalized guest list from the hosting student(s) or organization(s), if applicable.
4. During the event
 - a. Sober monitors should introduce themselves to any police or bar staff working the event.
 - b. Coordinate with other sober monitors to wear an item of clothing that clearly identifies the sober monitors from other attendees.
 - c. Work with police officers to help ensure that guests and attendees adhere to event policies and local, state, and federal laws.
 - d. Be vigilant at all times, looking out for attendees whose behavior is concerning.
 - e. Contact the Sewanee Police Department, or other local law enforcement, to report any suspicious activity or if police assistance is needed.
 - f. Call 911 immediately if there are any emergency situations during the event.
5. After the event

- a. Usher attendees away from the event so that all attendees have dispersed by the time that the event is scheduled to conclude.
- b. Check out with the event host and assist in closing the event space, including the proper disposal of trash.

Noise

1. To avoid disrupting University academic life and to avoid imposing hardships on members of the community, the following regulations must be observed:
 - a. No bands or other amplified music are permitted while classes or labs are in session, on Reading Days or during Final Examination periods. The Dean of Students may approve special exceptions as appropriate.
 - b. No amplified music may be situated outside the building where the party is taking place. Speakers for amplified music should be inside the room or building in question, not aimed out windows or doors, nor set on a porch or balcony. The only exception is an event hosted with a band or DJ that is set up to play music outdoors.
 - c. No loud music or band parties are allowed from Sunday to Thursday nights. Loud music or an unacceptable level of noise is that which can be heard beyond the immediate premises.
 - d. Bands, amplified music, and any other loud party music must stop by 1 a.m. on Fridays and Saturdays, and guests must leave by 2 a.m.

Trash

1. It is the responsibility of event hosts to ensure proper clean up in the area seen from the road around the building where an event is held before sober monitors leave an event. By 7:30 a.m., the entirety of the area must be clear of all trash.

Procedures

Event Request Process

1. All events with alcohol must be registered on Sewanee Engage at least 10 calendar days ahead of the proposed event date or the event will not be approved. An Office of Campus Activities staff member will review all event requests. The event request will either be approved, denied as registered, or the Office of Campus Activities staff member will ask for more information.
2. Failure to correctly register events with alcohol will result in the event request being denied.
3. BYOB events may not exceed four hours in duration and organizations may not host more than one BYOB event per 24 hours. Sober monitors must be utilized for all BYOB events.
4. Recognized student organizations hosting invite-only events must provide a guest list, including the first and last names of all invited attendees, and indicate whether they are Sewanee students, to the Office of Campus Activities and the Sewanee Police Department no less than 24 hours

before the event start time.

5. Events with alcohol may not be hosted during the following times:
 - a. Reading days
 - b. Final examination periods
 - c. Periods of 24-hour quiet hours
 - d. Summer and winter breaks between full academic semesters
 - e. Sundays, Mondays, Tuesdays, and Wednesdays
6. Times when events with alcohol can be scheduled are:
 - a. Thursdays from 7:30 p.m. until 11 p.m.
 - b. Fridays after 5 p.m. until 1 a.m. Saturday
 - c. Saturdays from noon until 1 a.m. Sunday

Event Management

1. Before the event
 - a. Ensure that the event is registered and approved through Sewanee Engage.
 - b. Review the Undergraduate Student Social Host Policy to ensure the hosting student(s) or organization(s) understand how to properly host an event.
 - c. Submit a guest list to the Sewanee Police Department and the Office of Campus Activities by the required deadline, if applicable.
2. During the event
 - a. Event hosts and sober monitors should introduce themselves to any police officers working the event, if applicable.
 - b. Ensure that attendees adhere to event policies and local, state, and federal laws.
 - c. The Event hosts or sober monitors should contact the Sewanee Police Department if they observe any illegal or unsafe activity or if someone needs to be removed from the event.
 - d. Event hosts and sober monitors should call 911 immediately in the event of an emergency.
 - e. The Event hosts and sober monitors should monitor the level of noise from the event to make sure the noise remains at a level in compliance with the section above about noise resulting from events.
3. After the event
 - a. Event hosts and sober monitors should usher guests away from the event and ensure event attendees disperse by the time the event is scheduled to end.
 - b. Event hosts should ensure that all trash is properly disposed of and close the event space.

Effective Date - Wednesday, September 11, 2019