



## Washington University in St. Louis Venue Agreement Guidelines for Venue Hosting Student Events with Alcohol

Washington University in St. Louis (hereinafter, the “University”) is committed to ensuring that events associated with its student groups are safe and in compliance with University policies and procedures. In furtherance of that goal, an off-campus venue (“Venue”) serving as host of an event for University students (“Student Event”) sponsored by a group of students using University funds or resources (“Student Organizers”) to pay for or promote the Student Event must agree to the requirements set forth herein.

### **University Policy Guidelines for Undergraduate Events With Alcohol**

The Policy Guidelines for Undergraduate Events with Alcohol (“Guidelines”) details the requirements that students must satisfy when organizing events involving alcohol. This Policy applies regardless of whether the event is hosted on-campus or off-campus in the community. Students are expected to know and abide by this Policy as well as all other applicable state and federal laws and University policies and procedures. A copy of the Policy is attached. The University asks Venue to review the Policy with the Student Organizers to ensure that Student Event complies with the Policy. In addition, the University asks Venue to review the following Guidelines:

#### **A. Food and Beverages**

1. No hard alcohol may be served during the Student Event. Beer and wine are the only alcoholic beverages permitted at a Student Event.
2. Non-alcoholic beverages, including water, and non-salty foods must be free of charge to attendees, visible, readily available and replenished throughout the entire Student Event. Student Organizers may purchase the required food and non-alcoholic beverages from Venue or Venue must allow Student Organizers to bring outside food and non-alcoholic beverages into the Venue.
3. Beverage containers must distinguish between alcoholic and non-alcoholic beverages.
4. The sale of alcohol may not be a fundraiser for the Student Organizers.

#### **B. Carding and Distribution of Alcohol**

5. Missouri laws prohibiting the service of alcohol to minors must be strictly enforced, and proper identification must be required.
6. Distribution of alcohol is only permitted through a third party vendor with a valid liquor license. Third party server(s) must always be present; alcohol cannot be left unattended.
7. University identification, with valid driver’s licenses or state/federal issued identification cards, must be checked by a security guard at the point of entrance into the Student Event. The line for admission should be in a well-lit area and well-organized. A responsible contact from the Student Organizers must remain at this location throughout the event to monitor compliance with these Guidelines.



8. Color-coded wristbands must be distributed by Venue or Security to all attendees, with different colors distinguishing those underage attendees and those who are of legal drinking age.
9. Service of alcohol to attendees who are visibly intoxicated is strictly prohibited.
10. Venue may serve Student Event attendees of legal age only one serving of alcohol at a time. One serving of beer constitutes 12 ounces, and one serving of wine constitutes 5 ounces.
11. Service of alcohol at the Student Event must stop no later than one half-hour before the conclusion of the Student Event.
12. Fake IDs are to be confiscated by Security and turned over to the University. Fake IDs are not to be given to the Student Organizers.
13. Venue is not allowed to serve Student Event attendees outside of the designated Student Event location.

**C. Venue Space and Duration of Event**

14. Venue must provide a diagram of the reserved space that clearly outlines entry and exit points, alcohol distribution locations and is comprehensive of the event location.
15. When alcohol is permitted at the Student Event, the Venue must either be closed to the general public or designated private space must be enclosed with restricted access points to ensure safety and security as well as proper and legal carding.
16. A Student Event must conclude, including any required clean-up, no later than 2:00 a.m., or one hour before the Venue closes, whichever is earlier.
17. Student Event attendees are not permitted to leave the space where the Student Event is taking place, and if they do so, they are not permitted to return.
18. Venue must disclose to Student Organizers the capacity of space allotted to the Student Event. Venue must strictly adhere to applicable building and fire code regulations.
19. Venue and Student Organizers must discuss and create a plan for appropriate bus transportation and parking prior to the Student Event.

**D. Student Event Attendees**

20. Student Events are limited to Washington University students and guests of University students.
21. Student Organizers must develop a system for identifying and tracking guests. In addition, Student Organizers must manage the guest check-in process at the entry to the Student Event.
22. Guests must enter with their host. Only one guest per University student identification card is allowed.
23. Guests must show photo identification in the form of a driver's license or other state/federal issued identification card and sign in prior to entering the Student Event.
24. Only guests over 18 are permitted at Student Events where alcohol is present. Prospective Freshmen



(PFs) are not permitted to attend Student Events where alcohol is served, regardless of their age.

25. Guests over the age of 21 must be carded in the same manner as student attendees.

**E. Security**

26. Trained security staff is required at all undergraduate events with alcohol. Student Events must have a minimum ratio of one security guard for every 50 attendees. Three additional guards are required at events where alcohol is served. For example, if there are 50 attendees at an event in which alcohol is being served, there must be four security guards. At an event involving alcohol with 100 attendees, there must be five security guards. One guard must be stationed at the entrance to the Student Event to assist the Student Organizers checking for WU student identification, monitor the guest policy, and determine whether any person appearing intoxicated should be refused entry. A second guard must be assigned to the point of alcohol distribution to check identification for proof of legal age. The third guard will serve as a roamer within the Student Event space and will be responsible for monitoring legal drinking. Additional guards may be required depending on the nature of the event and expected attendance.

27. If Venue does not provide the required Security set forth above, Venue must allow Student Organizers to retain appropriate Security. Security costs are the responsibility of the Student Organizers.

**F. Reservation Agreement and Venue Charges**

28. Venue representatives and the Student Organizers should thoroughly discuss all charges for the Student Event in advance, and must memorialize those itemized charges and all other terms of the Venue reservation in a written agreement signed by both parties (“Reservation Agreement”), including but not limited to provisions related to deposits, rental fees, catering, cover charges at the door, bar tab requirements, decorations, parking, cancellation, service charges, clean-up, insurance and indemnification, and damages.

29. The Reservation Agreement must be submitted to Campus Life for approval no less than fifteen business days in advance of the Student Event by the appropriate University administrator.

30. This Venue Agreement should accompany the Reservation Agreement to affirm that the venue has agreed to work with the Student Organizers to meet the expectations set.

31. The University and Student Organizers will not be responsible for payment of any fees or charges not set forth in the Reservation Agreement.

**On behalf of the Venue below, I affirm that I have read these Guidelines and will clearly communicate the University’s expectations to all Venue staff associated with the Student Event.**

Venue: \_\_\_\_\_

Name of Venue Representative: \_\_\_\_\_

Title of Venue Representative: \_\_\_\_\_

Contact email and phone number: \_\_\_\_\_

Signature of Venue Representative: \_\_\_\_\_

Date: \_\_\_\_\_