

# MUSKINGUM

U N I V E R S I T Y

## Policy for Student Events with Alcohol

Responsible Office: Student Life  
Responsible Administrator: Associate Director of Community Standards  
Effective Date: January 1<sup>st</sup>, 2026

### 100. Preamble

In accordance with local, state, and federal laws and the University's guiding principles to promote a safe and healthy environment, the University allows on its campus or at its sponsored events the consumption of alcohol in accordance with applicable laws. Decisive action will be taken to prevent and respond to alcohol abuse and/or violations of applicable laws and policies.

This policy is incorporated by reference into the Student Code of Conduct.

### 101. Prohibited Conduct

Muskingum University community members are criminally and civilly liable for violations of local, state, and federal laws pertaining to the consumption and distribution of alcohol. The guidelines of this policy do not absolve any community member from compliance with applicable laws.

### 102. Definitions

**Advisor:** A full-time faculty or staff member selected by the student organization to serve in an advisory capacity. Note: while some organizations also have alumni advisors, for the purpose of this policy only University staff are considered as appropriate advisors.

**BYOB:** Abbreviation for "bring your own bottle". In this policy, it references student sponsored alcohol events where guests bring their own beer or wine.

**Closed Alcohol Event:** An approved social event where alcohol is present and the hosting organization(s) adheres to a pre-approved guest list.

**Common Source:** A single source, such as a keg, where multiple guests may receive

servings of alcohol.

**Dry Host:** A member of the hosting organization, who shall abstain from drinking alcohol on the day of the event, prior to, or during the event and assist with event compliance.

**Guest List:** A list of students invited to the event, including each student's full name, student identification number, and Muskingum University email address. Guest list cannot exceed more than 3 times the number of members of the hosting organization.

**Hard Alcohol:** refers to an alcoholic beverage that is produced by distilling fermented grains, vegetables, or fruits, resulting in a high alcohol concentration. Common examples include vodka, whiskey, gin, rum, and tequila.

**Hosting Organization:** The recognized student organization(s) sponsoring the alcohol event.

**Open Alcohol Event:** An approved social event where alcohol is present and the hosting organization(s) does not adhere to a guest list.

**Student Sponsored Alcohol Event:** An approved social event where alcohol is present. May be open or closed.

**Trained Student Server:** A student who is old enough to serve alcoholic beverages in the state of Ohio and has completed the Muskie Alcohol Server Training.

### 103. General Event Guidelines

#### 1. Time of Events

- Student sponsored alcohol events may be scheduled on Fridays and Saturdays. No more than two student sponsored alcohol events will be approved per night, contingent on available space and staffing.
- Student sponsored alcohol events may not be scheduled between the last day of classes for a semester through the first day of classes for the following semester.
- Student sponsored alcohol events may begin at 8:00 p.m. and must

conclude by 12:00 a.m. No student sponsored alcohol event may last longer than four hours.

- Student sponsored alcohol events shall not be held during weekends that include special University events as determined by the Vice President for the Student Experience. Special University events include, but are not limited to, Board of Trustee meetings, Homecoming, Welcome Weekend, Prelooza, and Palooza.

## 2. Event Planning

- All alcohol events must be registered as an event in Involve at least two weeks prior to the event.
- Organizations hosting alcohol events must have a member who is a Registered Officer in Involve meet with the Associate Director of Community Standards (or designee) at least one week before the event date. At that meeting, the organization(s) must present their completed Student Event with Alcohol Checklist and review the specific plan for managing the service of alcohol, the guest list (if applicable), and responsible individuals who will manage the event (e.g., trained student servers, risk management team, door managers, liaison(s) to Student Life/University Police).
- There can be no entrance fee or other charge for guests to participate in the student sponsored alcohol event.
- University funds, including allocation from Student Senate or other Student Activity Fee funds, shall not be used to purchase alcohol for any student sponsored alcohol event.
- The host organization(s) must schedule a location that can accommodate the entire guest list within capacity limits as established by applicable fire code.
- The host organization(s) advisor(s) must confirm with the Associate Director of Community Standards (or designee) that the advisor is aware of the alcohol event and all related planning.
- The host organization(s) will accommodate checks of the student sponsored alcohol event by University Police and/or Student Life staff.
  - A Student Life staff member will check event compliance prior to

opening, during the event, and upon event closing.

- At the conclusion of the student sponsored alcohol event, the host organization(s) must thoroughly clean the area, including taking trash to appropriate dumpsters, straightening of furniture, and removal of any remaining debris. All events clean up must be completed before 1:00 am.

### 3. Drink and Food

- Beer and wine are permitted at an approved student sponsored alcohol event. Any other alcohol, including hard liquor, is prohibited.
- Non-alcoholic beverages other than water must be provided in sufficient quantity to serve the expected attendance at the student sponsored alcohol event.
- Substantial food must be provided in sufficient quantity for the expected attendance at the alcohol event. Appropriate food includes chicken tenders, wings, pizza, vegetables and fruit, etc. Popcorn, pretzels, and similar snacks are inadequate.
- No outside food or drink will be permitted into the event. This includes water bottles or closed containers.
- No water bottles, beverages, or food originating from the event that have been carried out of the event will be allowed back into the event.

### 4. Guest Behavior

- All guests must show their Muskingum University ID, and any guests consuming alcohol must also have a valid state issued ID (such as a driver's license) that verifies their age and identity. International students must have a valid passport.
- Individuals entering the student sponsored alcohol event who are deemed to be intoxicated will not be permitted to enter.
- Guests who are of legal age to consume alcohol will be identified by a specific colored wristband provided by Student Life with the updated approved color the day of. Another colored wrist band will be worn by students under the age of 21. The wrist band fastened securely so that it cannot slip off the arm. Any attendee consuming alcohol without a

wristband or with the wristband identifying them as under 21 will be escorted out of the event and reported to Student Life staff for referral to Community Standards.

- Based off the approved guest list, the proper amount of wrist bands will be delivered to party setup by the professional staff member. There will be two types of wrist bands. One to identify those of legal drinking age and one to identify those under the drinking age of alcohol. The color will be selected prior to the party by the Associate Director of Community Standards. The wristbands will be delivered with a written guide identifying which wristband is which. This will be used by the event sponsors, the MAST Servers and the professional staff for their check-ins.
- Guests are limited to one drink per hour of the event. Example: at a four-hour event, each guest will be permitted a total of four 12 oz. servings of beer OR four 5 oz. servings of wine.
  - Guests cannot bring more alcohol to the event than they are allowed to consume within the allotted time. Example: If the event runs from 8pm to midnight, and only one drink can be consumed per hour, each student is limited to bringing no more than four drinks.
- Trained student servers are permitted to close student sponsored alcohol events that become out of hand or to deny alcohol to any visibly intoxicated guest.
- Alcohol may not be possessed or consumed at or around the entrance.
- Bags, backpacks, purses, and similar items are not allowed in the event. With the exception of clear bags and purses, at the discretion of the university.
  - The University will not provide storage or security for bags or belongings.

#### 5. Event Set Up and Alcohol Distribution

- All student sponsored alcohol events must have a single point of entry and exit for the event. This entry/exit must be monitored by members of the host organization(s), as approved by the Student Engagement Staff.
- An alcohol serving area must be set up, distinct from food and other

beverage serving areas. All alcohol at the student sponsored alcohol event must be stored at and served from this serving area. For BYOB events, the Student Life office will provide buckets so that alcohol for each student will be kept separately.

- Only trained student servers who are working the student sponsored alcohol event are permitted to be in the alcohol serving area.
- The event sponsor must provide a minimum of six (6) trained student servers to dispense alcohol, monitor admission compliance, and oversee compliance with alcohol-related laws and policies during the event. Event sponsors may retain approved third-party servers instead of using trained student servers.
- Additionally, the organization shall designate two members who will act as dry hosts for the duration of the event.
- Trained student servers and dry hosts must be approved by the Associate Director of Community Standards (or designee) and must not have consumed alcohol on the day of the event, prior to, or during the event.
- MAST Servers must stop distributing alcohol 45 minutes prior to the close of the event.

#### 6. BYOB Student Sponsored Alcohol Events

- At BYOB student sponsored alcohol events, guests who are 21 or older must give their alcohol to trained student servers at the door. Those servers will label the alcohol and transport it to the alcohol serving area.
- Each guest is responsible for bringing their own alcohol. One guest may not bring a supply of alcohol, such as a case of beer, and split it among several guests.
- Guests may take their unopened alcohol home with them. A trained student server must take the alcohol from the alcohol serving area to the door.
- Any unclaimed alcohol at the end of the student sponsored alcohol event will be disposed of by trained student servers or Student Life staff.

#### 104. Closed Alcohol Event

In addition to the items covered in 103:

- The host organization(s) must submit a guest list to the Associate Director of Community Standards (or designee) no less than one calendar week prior to the event date.
- The guest list may not exceed three times the number of members of the hosting organization(s). The guest list will include members of the hosting organization(s), but excludes any member designated as a trained student server for that student sponsored alcohol event.
- Only those individuals on the guest list are permitted to attend the event. The host organization must provide a printed guest list to the trained student servers staffing the door, as well as a list for the serving area to manage beverage distribution.

105. Open Alcohol Event

In addition to the items covered in 103:

- For every open alcohol event an organization sponsors that organization must host an approved open event without alcohol before another open alcohol event is permitted. This stipulation resets at the start of each semester.
- The host organization will hire one University Police officer for every 100 guests at overtime rates for the duration of the student sponsored alcohol event. For events of less than 100 people, the host organization, Chief of University Police, and the Associate Director of Community Standards (or designee) shall determine the level of University Police presence at the event.

106. Policy Violations

All violations of this Policy will be resolved in accordance with the Student Code of Conduct. Failure of the host organization(s) to support and facilitate these guidelines through appropriate staffing and control of guests will result in immediate cancellation of the alcohol event and possible rescinding of future privileges to host alcohol events.

107. Miscellaneous

- The alcohol policy for students can be found in the Student Code of

Conduct.

- Student Life staff or University Police may remove any guest for violation of this policy and other violations of University policy. If Student Life staff or University Police indicates that the student sponsored alcohol event needs to be shut down, the trained student servers and dry hosts must assist in closing the event. This includes instructing guests to leave the premises, disposing of remaining alcohol, and cleaning up the facility as outlined in the Student Events with Alcohol Guidelines and Checklist.
- This policy supersedes any previous policy(ies) addressing student events with alcohol. This policy will be reviewed annually, or more frequently as needed, by Student Life. The University reserves the right to make changes to this policy in its sole discretion, and once those changes are posted online, they are in effect.