



ALCOHOL & SAFETY POLICIES

The following Alcohol and Security (UPD) Policy is set in place by the Alcohol & Tobacco Commission and ULM's Event Services Department to ensure the safety of you and your guests. These policies must be strictly adhered to while on the property. The Event Services Department reserves the right to immediately shut down the event for failure to comply.

Alcohol Policy

Alcoholic beverages (including mixed drinks, beer, wine, and champagne) may be served under the terms and conditions consistent with the laws of the State of Louisiana and the policies of the University of Louisiana Monroe. Permission to use such beverages must be obtained from and approved by the Events Services Scheduling Office.

General Guidelines:

1. The RSO, university departments, and other groups must follow the Alcohol Policy as stated in the Student Policy Manual.
2. It is a violation of Louisiana law to serve alcohol to anyone under 21 years of age. Lack of knowledge of the person's age shall not be a defense.
3. Third party licensed vendors and/or bartenders are required and must be licensed to sell and serve off-premise and certified by the State of Louisiana. Bartender's license must be on file at least 2 weeks prior to the event. Special event permits may need to be secured from the City of Monroe. Proof of license and certifications may be required if not on file with the University.
4. Any ULM group planning a function that is likely to be attended by individuals under 21 is strongly discouraged from serving alcohol to anyone at the function. If the university group plans to serve alcohol at a function that will be attended by guests under the age of 21, the group must submit to the Office of Student Life and Leadership, as part of the approval process, a written explanation of the method by which it will determine which guests are over 21 and how it will assure that guests under 21 do not obtain alcohol from guests over 21. Such precautions might include:
 - ★ A sign on the bar that says "Over 21 Only" and an instruction to the bartender to ask for proof of age whenever there is any doubt that an individual is 21.
 - ★ Stamping of hand if over 21, or by placing a wristband on the ones who are legal.
 - ★ For RSOs a University Police Officer will be required to check IDs and issue wristbands.

It is the host group's responsibility to be certain that individuals under the age of 21 not be served any alcohol.

All alcoholic beverages must be provided by the user group, except in cases where the caterer has a state permit that allows the caterer to provide such beverages as are requested by the user group. ***Under no circumstances are guests of the event allowed to bring their own alcohol.*** If such an event occurs, the Event Services Department reserves the right to immediately shut down the

event. When alcohol is present at an event, UPD must be on-site until all guests have left the premises. There are no storage facilities for alcohol at our facilities. Consequently, the user group must bring the alcohol immediately before the event and remove it immediately after the events ends.

Safety (University Police)

The Event Services staff and University Police Department work together to provide a safe and secure environment for students, faculty/staff, and guests. When an event is determined to be one that requires University Police, the Event Services Director will contact UPD and make the necessary arrangements. You will be notified no less than two weeks prior to your event of the number of police officers needed/scheduled. For any event where alcohol is present or money is being exchanged, UPD officer(s) are required to be on site 30 minutes prior to guests arriving and will leave 30 minutes after guests have left. **UPD officers are required to stay on the premises until the facility is vacated.**

NOTE: The Event Services Director and UPD Special Events Coordinator will determine the number of police necessary for an event.

University police require a three (3) hour minimum \$100 charge per officer, anything over 3 hours will be charged at a rate of \$35 per hour.

If you answer “yes” to any of the below questions, you **will** be required to have University Police at your event. Your group or organization will be responsible for payment to UPD which will be paid to Bayou Pointe along with your rental fees.

1. Will money be exchanged at the event (ticket sales, t-shirt sales, donations)?
2. Will the event be held before or beyond regular hours of operation (for the Hangar)
3. Will alcohol be served?
4. Hosting an event at the Hangar after normal University business hours?

Please read and check the box that describes your event:

- We will not have alcohol at our event.
- We will give away (no charge to your guests) alcohol at our event and, as the client, will provide all alcohol to be consumed. We understand all alcohol must be served from a designated bar and by a licensed bartender ONLY.
- We will have a cash bar at our event and understand a special event permit from the state ATC office will have to be on file prior to the event and that a licensed bartender will serve all alcohol from a designated bar.
- We have a licensed 3rd party vendor supplying and/or selling alcohol at our event.

I have received, read, and agree to the Alcohol and Safety Policies.

PERMITTEE

Signature

Printed Name

Date