Gonzaga University School of Law: Student Organization Alcohol Policy

If a law school student organization sponsors or hosts an event that includes alcohol, the organization must comply with all university, law school, and law school SBA requirements before the event occurs. Specific law school requirements include:

**On-Campus Events:**

1. **Completion of the Alcohol Policy Compliance Statement**, available from Susan Harmon, in the deans’ suite.
2. **Submission of an Authorization to Apply for a Banquet Permit or Special Occasion License** if required. To be submitted to Susan Harmon.
3. **On receipt of approval the banquet permit or special occasion license must be purchased and completed.** Applications are available at any Washington State Liquor Store or on-line at [www.liq.wa.gov](http://www.liq.wa.gov).
4. **Professional Bartender**
   Whenever alcohol is served, it is required that a Sodexho bartender be hired to serve and monitor alcohol consumption.
5. **Admission**
   If money is being taken at the door or during the event, the student organization must appoint at least two members of the organization to be responsible and accountable for the monitoring and safekeeping of the money during the entire event and until depositing it the next business day. Both designees must sign the deposit slip verifying the actual amount. All members taking part in the event must be informed who the designees are.
6. **Food and non-alcoholic beverages**
   Organizations that sponsor events where alcohol is being served must also provide non-alcoholic beverages and food. Name-brand beverages, high-protein foods, and low salt foods are encouraged. Sodexho has exclusive catering rights on campus. Whenever alcohol is served, it is required that a professional bartender be hired to serve and monitor alcohol consumption. (Sodexho does offer this service.)
7. If alcohol is being served, the student organization must comply with the following additional safeguards:
   A. The hosting organization must ensure that all requirements of the Banquet Permit or Special Occasion License are met
   B. Appoint at least two members of the organization to check identification at the door to ensure only those 21 and over are allowed into the event and/or provide easy identification for those 21 and over; i.e., wristbands or hand stamps.
   C. Taxi cab numbers must be posted.
   D. Consideration should be given as to whether security should be hired.
   E. Consideration should be given as to whether it would be feasible/good policy to offer non-alcohol tickets to the event.
F. Those members of the organization who are designated official roles during the event must be specifically named in the Compliance Statement and must agree to not consume alcohol.

**Off-Campus Events**

Off-campus events that include alcohol must comply with the above requirements with the following additions and exception:

--- All requirements of the event facility must be complied with by the organization.

--- If alcohol is being served and a venue is chosen which provides a no-host bar, a no-host bar is required. If a no-host bar is not available at a chosen venue, a professional bartender is still required.