

USF Sarasota-Manatee Student Government Association
ALCOHOL PERMIT APPLICATION
TO SERVE AND CONSUME ALCOHOL ON UNIVERSITY PROPERTY

Prior to granting a permit to serve alcoholic beverages on campus, the following information must be completed and submitted to the University President's office at least *21 calendar days prior to the scheduled event*.

Event Date: _____

Application Date: _____

SPONSOR (please print)

Name of club/organization: _____

Name of preparer: _____

Signature of Preparer

E-mail Address: _____

Telephone Number: _____

DESCRIPTION OF EVENT/ACTIVITY PLANNED

Exact Location: [Attach a drawing or a complete description of the area in which the event will take place. For events open to the general public, also attach a drawing or a complete description of the restricted space or area within the overall event area where possession and consumption of alcoholic beverages will be allowed.]

Time of event (date and hours): From _____ AM / PM To _____ AM / PM

Nature of Event: _____

Est. Attendance: _____

ALCOHOL SERVICE

Attach a description of the alcohol service planned for the event, *including the type of alcohol to be served and (in specific detail) the means by which the event sponsor and the party responsible for service of alcohol will ensure that only those individuals authorized to attend the event are given access to the alcohol and only those who are of lawful age will be allowed to possess and consume alcohol at the event.* _____

Alcohol Service Contractor: _____

Telephone number: _____

Contact Name: _____

E-mail: _____

Address _____

Alcohol service shall be provided in accordance with the Idaho State Board of Education Governing Policies and Procedures I,J (attached). The alcohol service contractor shall be responsible for attending the event where alcohol is served and ensuring compliance with state law and these policies. Employees of the alcohol service contractor must be at least 21 years old.

IS THIS EVENT BY: (check one) PERSONAL INVITATION REGISTRATION
 TICKET OTHER

If 'other,' please explain: _____

FOOD SERVICE AND NON-ALCOHOLIC BEVERAGES:

Food and Beverage Program: [Attach a description of the planned food and beverage program for the event including the availability of food and non-alcoholic beverages for the event. Specifically set out the name address and phone number of each food service provider, caterer or other contractor supplying food and/or alcohol to the event. See Catering Policy]

FORM PREPARER(S)

Print Name: _____ Date: _____

Club / Organization Name: _____

Telephone: _____ E-mail: _____

REVIEWED BY

Office of Student Affairs

Print Name: _____ Signature: _____

PERMIT

REQUIRED APPROVAL:

University Regional Chancellor: YES NO

If no, explain: _____

Signature: _____ Date: _____

PERMIT:

Circle: APPROVED DISAPPROVED

**THIS PERMIT MUST BE POSTED ON-SITE WHERE ALCOHOL IS BEING SERVED
PROOF OF INSURANCE MUST ALSO BE ATTACHED TO THIS PERMIT**



✓USF System USF USFSP USFSM USFP

Number: 30-023
Subject: Alcohol Policy

Date of Origin: 08-13-09

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I. INTRODUCTION (Purpose and Intent)

In order to ensure the health, safety, and well-being of all members of the University of South Florida System (USF System) community, this policy provides guidelines regarding the consumption and sale of alcoholic beverages on USF System* campuses.

As an open public university, the USF System does not prohibit the legal consumption of alcohol on its campuses. We recognize that as part of a well-planned and structured program, the serving and consumption of alcohol may take place. Therefore, the intent of this policy is to establish guidelines and procedures for the legal and responsible use of alcohol.

**Regional campuses and separately accredited institutions may have designated facilities, buildings and different titles for personnel, offices or facilities. Students, faculty and staff must check with their individual campuses and apply System-wide regulations in conjunction and consistent with the specific characteristics and guidelines applicable to those institutions and campuses.*

II. STATEMENT OF POLICY

The USF System is made up of modern, public, dynamic, and urban institutions that encourage responsibility and respect among all members of the campus community: faculty, staff, students, alumni and guests. When consuming alcohol on campus or at USF System functions, it is necessary to make choices that demonstrate personal responsibility and respect for others, community property and the University as a whole. Moreover, behaviors and practices regarding the use of alcohol and drugs must comply with local, state and federal laws and regulations. As a learning community we understand and anticipate individual, responsible decision-making. To that end, the USF System will continue to articulate expectations and regulations, offer education-based opportunities, and support an environment that facilitates individual and community awareness to enable informed choices and the principle of evolving, engaged citizenship. USF System's commitment to education and intervention includes programming and training for students, staff, and faculty on the responsible use of alcohol and the dangers of substance and drug abuse.

III. USE OF ALCOHOLIC BEVERAGES

The use of alcoholic beverages by members of the USF System community is at all times subject to the applicable alcoholic beverages laws and ordinances of the State of Florida, and the city and county of each campus/institution.

- A. Individual Responsibility:** All USF System-related participants (students, faculty, staff and invited guests) at USF System events where alcohol is being served must be able to provide a valid USF System identification card (if applicable) and a state issued legal form of identification which indicates birth date upon request to gain entrance into the event.

- B. Approved Events in Areas:** Consumption of alcohol on USF System campuses is limited to approved events and areas designated for sale and consumption of alcohol. Any individual failing to comply may be found in violation of USF System regulation, policy, city ordinance, and applicable state laws and may be subject to prosecution.

- C. Undergraduate Student Sponsored Events:** Organizers of undergraduate student sponsored events involving the use of alcohol must comply with the processes outlined for each campus/institution. The links to specific member processes are available as noted. If a specific process has not been developed for a System member, the Tampa Campus process may be used as a general guideline with titles and offices unique to each member applied as appropriate.

USF Tampa <http://msc.usf.edu/doc/ems/alcohol.pdf>

USF Polytechnic <http://msc.usf.edu/doc/ems/alcohol.pdf>

USF Sarasota-Manatee <http://sarasota.usf.edu/Students/SA/>

USF St. Petersburg http://www.stpete.usf.edu/studentlife/campus_activities_center/ReservationServices.htm

D. Non-undergraduate Student Sponsored Events: Organizers of non-undergraduate student sponsored events such as graduate, professional, faculty, staff, USF System-related groups and organizations (e.g. Alumni Association), and non-USF System groups) should request approval for the event from the appropriate Vice President, System Official, or Dean. The appropriate USF System police representative must be notified of all approved events.

Alcoholic beverages may not be consumed or served during USF System Intramural Sports contests or Intercollegiate Athletic contests taking place on USF System premises unless (1) the University has granted the authority to the Direct Support Organization (DSO) to host such events and the DSO has authorized the event or (2) in conjunction with a specific fund raising or alumni relations event that has been approved as set forth in (C.) above and the alcoholic beverage service is served in a specified controlled location and provided by an outside entity that is appropriately licensed and insured.

E. Direct Support Organizations (DSO): The University rents space from Direct Support Organizations (such as the Sun Dome) for specific activities including athletic and entertainment events and DSO sponsored events on University property. DSOs that are licensed, insured or otherwise permitted to sell and/or serve alcohol under state or local policies may do so provided that they adhere to the security needs at the events based upon location, activity, age of attendees and related security factors. If the event takes place on a DSO property or at a DSO sponsored event, the activity is defined as a DSO hosted event and the alcohol sold or served by the DSO is permitted.

IV. SALE OF ALCOHOL

All state and local liquor licensing requirements must be complied with in order to sell alcohol on USF System property. Although the President may approve the sale of alcoholic beverages on all campuses, only the Division of Alcoholic Beverages and Tobacco can issue the license required to sell alcohol in the state of Florida. Alcoholic beverages are only authorized for sale by liquor licenses and limited to designated locations and conditions, including days and hours as directed by the indicated authority, or their designee. Reduced-priced alcohol sales are prohibited at USF System events and at USF System facilities. The designated facilities manager at each campus/institution shall maintain a list of those facilities authorized to sell alcoholic beverages and the terms of that authorization.

V. HOUSING AND RESIDENTIAL EDUCATION

The possession and consumption of alcohol is a privilege provided to those of legal age living within on-campus housing with certain restrictions. These restrictions are designed to ensure the safety and well-being of all students. Any behavior deemed disruptive that interferes with the rights of students due to alcohol consumption will lead to disciplinary action. Further information may be obtained directly from the USF Office of Housing and Residential Education.

Refer to the following link for Residence Hall Policies:

<http://www.housing.usf.edu/hallpolicies.html>

VI. OFFICE OF FRATERNITY & SORORITY LIFE

The USF Greek Life Social Event Planning Guide provides policies and procedures established to reduce risk probability, exemplify and uphold fraternal values, and increase the safety of Greek members, new members, fellow students, and alumni during Fraternity/Sorority social events involving alcohol.

Refer to the following link for Fraternity & Sorority Life Policies and Procedures:

http://usfgreeklife.com/page.php?parent_id=&page_id=15380.

VII. PARENTAL NOTIFICATION <http://www.sa.usf.edu/srr/page.asp?id=88>

The University of South Florida System is committed to the success of its students both inside and outside of the classroom. Therefore, it is the University's goal to maximize students' learning and development, and promote their health, safety and welfare. In this regard, the USF System has implemented a Parental Notification Policy (PNP) in compliance with the request of the Florida Board of Education that is administered by the Office of Student Rights and Responsibilities. The PNP permits the USF System the right to inform parents or guardians when their dependent student, under the age of 21, has been found in violation of the USF System alcohol and substance abuse policy.

In non-emergency situations, parents of dependent students, under the age of 21, will be notified in writing. However, in emergency situations, parents may be notified by an immediate phone call from a designated University official.

These guidelines do not preclude parental notification for other policy violations that may endanger the health, safety and well-being of a student or other individuals in the USF System community. In addition, Parental Notification may occur in health and safety emergencies regardless of the student's age or dependent status.

Students, whose parents are to be notified under these guidelines, will be informed before such notification occurs and given an opportunity to initiate contact with their parents.

VIII. LOCAL, STATE AND FEDERAL LAWS AND PENALTIES

Federal, state, and local laws outlaw possession, use and distribution of illegal drugs, including cocaine, heroin, LSD, PCP, marijuana and other narcotic drugs. Additionally, the law prohibits possession and use of alcohol by underage persons, distribution of alcohol to underage persons, sale of alcohol without a license and driving under the influence of alcohol. Penalties for violation of drug laws include fines of thousands of dollars or more, imprisonment for up to 30 years and more, and other restrictions of civil liberties. If any unlawful distribution of drugs gives rise to the unlawful killing of a human being, it is punishable as a capital felony. Penalties for violation of alcohol laws may include revocation of driving privileges, fines of thousands of dollars, and imprisonment.

For your reference, we have listed links to those local laws below, however, the state of Florida and local municipalities have extensive regulations in this regard and should be referenced directly.

[City of Tampa Ordinances \(Chapter 3\)](#)

http://library8.municode.com/default-test/home.htm?infobase=10132&doc_action=whatsnew

City of Lakeland Ordinances (Title 8)

<http://www.lakelandtn.gov/pdfs/ord/LAKELAND08.pdf>

Manatee County, Florida, Code of Ordinances (PART II-Chapter 2-3)

http://library.municode.com/HTML/10428/level2/PII_C2-3.html

City of St. Petersburg Ordinances (Chapter 3)

http://library8.municode.com/default-test/home.htm?infobase=11602&doc_action=whatsnew

IX. PREVENTION AND INTERVENTION RESOURCES

The USF System is deeply committed to the safety and well-being of the campus community. All institutions in the USF System have developed educational, prevention, and treatment resources to support students and staff in making healthy and informed decisions related to alcohol. Below are links to the specific resources for each institution.

Substance Abuse Prevention and Education Abuse

USF Tampa

Prevention and Education: <http://www.shs.usf.edu/health-promotion/alcoholedu.aspx>

Treatment: http://usfweb2.usf.edu/counsel/casa/p_casa_center_casa.html

USF Polytechnic

Treatment and Prevention: <http://poly.usf.edu/Offices/CounselingCenter.html>

USF Sarasota-Manatee

Treatment and Prevention on Campus:

http://www.sarasota.usf.edu/Students/SA/DOCUMENTS/USFSM_STUDENT_HELP.htm#ONCAMPUS#ONCAMPUS

Treatment and Prevention off Campus:

http://www.sarasota.usf.edu/Students/SA/DOCUMENTS/USFSM_STUDENT_HELP.htm#OFFCAMPUSLOCAL

USF St. Petersburg

Prevention and Education: www.stpete.usf.edu/saffairs/ccs/Education-Prevention.htm

X. DRUG FREE WORKPLACE

Refer to USF Drug Free Workplace Policy 0-610

(<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-610.pdf>)

For additional information contact the USF Office of Human Resources.

XI. ALCOHOL AND DRUG TESTING

Refer to the USF System Alcohol and Drug Testing Policy 0-611

(<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-611.pdf>)

For additional information contact the USF Office of Human Resources.

XII. WHERE TO GO FOR HELP FOR SUBSTANCE PROBLEMS

A. On Campus

USF Tampa

Student: 813-974-2831

Staff: 813-974-5469

USF Polytechnic

Student: 863-667-7701

Staff: 813-974-5469

USF St. Petersburg

Student: 727-873-4422

Staff: 727-873-4422

USF Sarasota-Manatee

Student: 941-487-4254

Staff: 941-487-4254

B. Off Campus - Local

Hillsborough County

Drug Abuse Comprehensive Coordinating Office (DACCO)

Tampa 813-984-1818

Crisis Centers

Tampa 813-964-1964

Lakeland 863-519-0575

St. Petersburg 727-791-3131

Sarasota-Manatee 941-782-4617

C. National Information Lines

Al-Anon/AlaTeen Hotline 1-800-344-2666

Alcohol/Drug Abuse Hotline 1-800-662-HELP

Cocaine Help Line 1-800-COCAINE 1-800-262-2463

National Institute on Drug Abuse
& Alcoholism 1-888-644-6432

Online Resources for Identifying Local Support Groups:

Alcoholics Anonymous

www.aa.org

Marijuana Anonymous

www.marijuana-anonymous.org

Narcotics Anonymous

www.na.org

College Student Drinking

www.collegedrinkingprevention.gov

U.S. Department of Health and Human
Services National Clearinghouse for
Alcohol and Drug Information

www.health.org

Authorized and signed by:

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