



# ROLLINS COLLEGE POLICY

Title: Student Organization Events	Type	Student Affairs
No: SA 9006	Approval Date: 8-22-2024	
Responsible Office: VP for Student Affairs	Approved By: College Policy Committee, 8-20-2024; President’s Cabinet, 8-22-2024; President, 8-22-2024	
Next Review: 2029-2030	Revision No: Rev. 1, See <a href="#">Section VII</a> for revision history.	

## I. Purpose/Introduction/Rationale

This policy outlines the expectations for all student organizations affiliated with Rollins College that are planning to host events on- and/or off-campus. Because alcohol is a legal substance, the institution can determine policy for how student organizations can host events with alcohol. This policy applies to all student organizations in all schools of the College: the College of Liberal Arts (CLA), the Hamilton Holt School (Holt), and the Crummer Graduate School of Business (Crummer).

## II. Definitions

**Alcohol and Alcoholic Beverages.** Any distilled spirits or beverage containing 0.5 % or more alcohol by volume as per [Fla. Stat. Chapter 856 § 15](#).

**Student Organization Events.** Any event hosted by a Rollins-recognized student organization, including, but not limited to: registered student organizations (RSOs), fraternities and sororities, governing councils, athletic teams, clubs, recreational sports groups, academic departments, and administrative offices/units.

## III. Procedure or Application

**Event Requirements.** In addition to [College Policy HR 7525 Alcoholic Beverages, Controlled Substances, and Illegal Drugs](#), the following requirements apply at student organization events both on and off campus.

- A. Alcoholic beverages must either be:
  1. provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
  2. brought by individual members and guests through a bring your own beverage (“BYOB”) system.
- B. Common sources of alcoholic beverages, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
- C. Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- D. Student organizations may not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcoholic beverages.
- E. Student organizations may not co-host or co-sponsor an event with a bar, event promoter or alcoholic beverage distributor; however, a student organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a student organization event.
- F. Attendance by non-members at any event where alcoholic beverages are present must be by invitation only, and the organization must utilize a guest list system.
- G. Attendance at events where alcoholic beverages are served must not exceed local fire or building code capacity of the organizational premises or host venue.
- H. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be alcohol and illegal/controlled substance free.

- I. The student organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcoholic beverages, such as drinking games.
- J. Promotion of illegal/controlled drugs or any other illegal activities in text, graphics, or any other form is prohibited.
- K. If a student organization hires a vendor to transport members and guests (capacity of 10 or more), the vendor must meet the following minimum requirements.
  - 1. Commercial auto insurance that provides coverage for transporting people and property for a fee.
  - 2. Commercial auto insurance that provides, at a minimum, Commercial General Liability (CGL) of \$1,000,000 and Auto Liability of \$5,000,000 per occurrence/combined single limit for bodily injury and property damage. Insurance certificate must also list Rollins as additionally insured.
  - 3. A professional driver who has a current valid commercial vehicle operator's license in the state in which the driver is located.
  - 4. "Party Buses" are specifically prohibited on campus at any time.
- L. Student organizations hosting an event that includes any aspect of fundraising must follow [College Policy KI 1034 Student Fundraising](#).

#### **Event Notifications.**

- A. **Student organization events on campus in classroom spaces or tabling** must be submitted through [GetInvolved](#) (*click link to access*) 48 business hours in advance.
- B. **Student organization events off campus at a third-party vendor** must be submitted through [GetInvolved](#), including all event contracts, seven (7) days in advance.
  - 1. Off campus events include but are not limited to: service events, social events at a third-party vendor, sisterhood or brotherhood events etc.
- C. **Student organization special events on campus** must be submitted through [GetInvolved](#) 14 days in advance.
  - 1. Special events include: events with alcohol, events with external third party vendors, events with a external guest speaker, events with catering, events requiring special set up, member initiation or events that include fundraising.
- D. **Faculty- or staff-sponsored on-campus events** involving students must be registered and approved through the Office of Scheduling and Events Services.

#### **Enforcement.**

Failure to observe these requirements shall constitute a violation of the College's policy and may subject the individual(s) or group(s) to sanctions outlined in the Code of Community Standards and (or) the appropriate employee policy.

### **IV. Related Policies or Applicable Publications**

[Rollins College Code of Community Standards](#)

College Policy [HR 7525 Alcoholic Beverages, Controlled Substances, and Illegal Drugs](#)

College Policy [KI 1031 Rollins College Posting Policy](#)

College Policy [KI 1035 Campus Demonstrations](#)

### **V. Effective Date**

This policy is effective August 22, 2024, and supersedes all previously issued versions, including SA 9006 *Student Event and Bus Policy 8-21-2017*.

### **VI. Appendices/Supplemental Materials**

[Center for Campus Involvement Event Planning Resources](#)

### **VII. Rationale for Revision**

*Rev. 1:* The current policy, SA 9006 *Student Event and Bus Policy 8-21-2017*, is outdated and not relevant to current operations and procedures.