

## Bring Your Own Beverage (BYOB) Guidelines and Best Practices

The most important reason to use these guidelines is to ensure compliance with Student Rules and assure your members and guests that they will be participating in a safe event. All BYOB events must be approved by your faculty/ staff advisor.

### Guidelines:

- Check identification cards upon entry. IDs must be checked by security or members of the organization. Members and guests with alcohol are required to show proof of legal drinking age.
- The organization must utilize a guest list at the entrance of the location of the event. Persons not on the guest list are not admitted to the event.
- The following stipulations apply per person for a BYOB event:
  - One six-pack of beer (12 ounces each with 5 percent alcohol by volume) OR
  - One four-pack of wine coolers or malt beverages (12 ounces each with 5 percent alcohol by volume) OR
  - Four individually packaged wine containers (4-6 ounces each with under 13 percent alcohol by volume)
- All beverages must be sealed and in their original container.
- No liquor or spirits are permitted.
- All alcohol must be logged upon entry.
- IDs must be shown for each alcoholic beverage acquired.
- Alcoholic beverages must be consumed by the individual who brought them to the event.
- One centralized location must be established for the distribution of all alcoholic beverages. This location must be controlled and monitored. A second centralized location must be established for the distribution of all non-alcohol beverages.
- All alcohol must be present and accounted for at the centralized location no later than 30 minutes prior to the start of the event. No additional alcohol can be brought to the event after this time.
- All alcoholic beverages must be distributed by a Texas Alcoholic Beverage Commission (TABC) licensed bartender or an individual licensed in the state where the event is being held and covered by their own liability insurance. Bartenders cannot be affiliated with the organization, including, but not limited to, members, former members, family or guardians, and partners.
- No member of the sponsoring organization can serve as a bartender. Bartenders who distribute alcohol need to be at least 21 years of age or older. Bartenders must not consume any alcoholic beverages during their designated serving time.
- Student organizations will be held accountable for the actions of their members and guests. The organization is responsible for educating former students and current organization members on BYOB Guidelines.

### Best Practices for Procedures:

- Those who demonstrate proof of legal drinking age should be issued an event specific wristband.
- For each and every event, punch cards should be created that are event specific. Punch cards should be about credit card size with the following information: name, birthday, type of alcohol/

amount brought, date of event, location to punch up to six holes. Punch cards are to be collected at the exits when guests leave the event.

- Anyone who wishes to acquire an alcoholic beverage that they brought should present the punch card, show their wristband, and return an empty can (if not the first request). Only one alcoholic beverage may be acquired at a time.
- One well-lit entrance to the event should be designated and monitored. One entrance must be staffed by security, whose duties include checking of identification of members and guests, ensuring all persons entering function are on the guest list, and ensuring that no person who appears or is known to have consumed alcohol enters the function
- Professional security should be hired to work the door and check IDs. The preferred method of security is contracted, licensed, and bonded.
- One event monitor should be designated for every 1-15 attendees. Monitors are not to consume alcohol prior to and during the event. Monitors should be officers of all participating organizations. New members should not be serving as monitors.
- Service of alcohol should stop at least one hour before scheduled ending time.
- It is highly advised that alcohol not be served after 1:00am.
- The maximum number in attendance at any function should not exceed the number of organization members plus two guests each.

This form should be used in conjunction with a signed and dated contract by the chief student leader, event coordinator, and the vendor (if applicable). In doing so, all parties commit to being held accountable to these things while working together on a safe, successful event.

For assistance with the contract process, please contact the Student Organization Development and Administration team in the Department of Student Activities at 979-458-4371.