

**Policy Regarding Alcohol at Off Campus Events for Graduate and Professional Students**

*Approved by the Division of Student Affairs, Office of General Counsel, and Risk Management  
Effective February 2009*

1. The possession, use and/or consumption of alcoholic beverages, while at an event organized for Graduate and Professional students must be in compliance with all applicable local ordinances and laws of the State of Illinois and policies of Northwestern University.
2. Alcohol may be sold on a cash bar or open bar basis, or a program may partially subsidize the cost of alcohol for an event. The University does not recommend that programs sponsor open bar events. All events must comply with the guidelines set forth in this policy.
3. Organizers and organizations are prohibited from co-sponsoring an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away or provided free-of-charge by the distributor.
4. “Drinking games” are prohibited.
5. Off-campus advertising of events where alcohol is served is prohibited. On-campus advertising must emphasize the purpose and scope of the event and not be related to alcohol.
6. Organizers and organizations are prohibited from receiving payment for alcohol; all alcohol will be sold by third party vendors.
7. At a cash bar or partially subsidized event, non-alcoholic beverages must be provided at a cost of \$1 or less. At open bar events, non-alcoholic beverages must be provided free of charge. Food must be available throughout the duration of any event where alcohol will be served. Water and coin-operated soda/snack machines are not acceptable. For any open bar or partially subsidized events where alcohol will be served, the event may last no longer than 5 hours and individuals will be served no more than one drink (a 12-ounce beer, a 5-ounce glass of wine, or a 1.5-ounce shot of liquor) per hour. By signing the contract, the sponsoring group and the host site agree to this provision.
8. The number of people in the event at any given time cannot exceed the fire capacity for the venue.
9. University representatives responsible for overseeing an event are prohibited from consuming alcoholic beverages prior to or during the event.
10. All participants must be of legal drinking age in compliance with state and federal laws.

**Organizers and organizations are required to:**

1. You must promote the following in advance of the event:
  - a. Don't drink and drive.
  - b. Personal responsibility

2. Prohibit individuals from bringing their own alcohol to the host site.
3. Individuals who damage the venue personally pay for the damage and/or clean up.
4. Contract with a third party vendor/caterer to handle alcohol purchase, sale, and distribution.
5. If it becomes necessary for an individual to leave the event the organizers will make arrangements or provide transportation and/or be reimbursed for expenses incurred.
6. Obtain a certificate of insurance listing Northwestern University as an additional insured for the particular event. Naming Northwestern University as a “certificate holder” does not meet this requirement. Northwestern University must be named as an “additional insured” and the certificate must be reviewed, and approved by the Director of Risk Management in advance of the event. The certificate of insurance should also list the name of the event and the date.

Host Sites/Vendors/Caterers are required to:

1. Enter into and sign an Alcohol Rider which clearly indicates the Vendor’s/Caterer’s responsibilities and adherence to this Policy.
2. Provide Northwestern University with a certificate of insurance in the amount of \$3 million naming Northwestern University as an additional insured.
3. Check all individuals at the door and prohibit entry if an individual is intoxicated.
4. Serve alcohol in conformance with all applicable local ordinances, the laws of the State of Illinois, and this Policy.