



**Lynchburg College
Fraternity/Sorority Life
Office of Residence Life
Risk Management Policy Appendix**

Bring Your Own Beverage, *BYOB* Policy

Section I. DEFINITION

A BYOB function is defined as a social gathering or event on or in any Greek property or college owned property, where the following two criteria are met: the presence of non-residents and the presence of alcohol. *Greek property* denotes a chapter house owned and operated by the Lynchburg College Office of Residence Life, and/or any property where four or more chapter members are present. A BYOB function is dictated by FIPG risk management regulations on Alcohol and Social Events. All BYOB functions must comply with FIPG risk management policies.

Section II. REGISTRATION OF A BYOB FUNCTION

Registration of BYOB functions includes (1) completing the BYOB party registration form, with appropriate signatures, (2) attaching the completed guest registration list, (3) submitting the paperwork at least 48 hours prior to the event, or by 5pm on Wednesday for any event held on Friday, Saturday, or Sunday and (4) returning to pick-up the approved guest list and drink tickets once the Greek Advisor has approved the registration of the BYOB function. The entire (4) step registration process must be completed in order to gain approval for BYOB functions. **The Office of Residence Life Courts & College House Event Registration Policy denotes house occupancies may not exceed 45 total students OR the number of residents multiplied by 6 (whichever number is smaller). Townhome occupancies may not exceed 35 total students.** For any resident of the house that is not in attendance at the event, a chapter member may be substituted in his place and therefore may register guests. The resident not in attendance must provide their signature on the Event Registration form in approval. ****No appeals will be granted for the request of additional guests, as dictated by the Office of Residence Life Courts & College House policy and fire marshal codes.**

Section III. BEVERAGE SPECIFICATIONS

No glass bottles and/or liquor are allowed in any BYOB function. A registered guest or chapter member who is 21-years or older may bring **six 12-oz. cans of beer OR 72-oz total**. Each legal member or guest is responsible for their own beverages, and may not share the purchase/consumption of beer with other members or guests. Malt beverages or wine cannot exceed 72 ounces and must be in their original container(s). **No kegs are permitted.**

Section IV. DURATION

A registered BYOB function may not exceed a block of five hours. ****Special considerations for registering a function that lasts more than five hours may be reviewed by the Coordinator of Fraternity/Sorority Life. Such an appeal may be granted for special events. All appeals must be submitted at least one week prior to the event.**

Section V. ID CHECK PROCEDURES

The fraternity member(s) or house residents who check IDs must be both 21-years of age and registered as one of the sober brothers or sober members for the management of the BYOB function. IDs will be checked at the door for all members and guests that are present at the function. IDs must match the guest registration list, specifically in reference to the birth date of each member or guest. All members and guests are marked as a minor (under 21 years) or legal (21 years and over). The sponsoring group must distinguish members and guests who are legal drinking age by issuing a wristband or appropriately marking each individual's right hand with a permanent marker. All those members and guests whose IDs are checked, and are 21-years of age or older, receive a drink ticket for each beverage that they bring to the function. The sober member then labels the ticket(s) with the type of beverage, and hands the tickets to the legal member or guest. The sober brother or member who acts as the 'floater' may then take the guest's beverages to the bar.

Section VI. SOBERS

There needs to be a minimum of two sober brothers or members that are required for the management of each BYOB function. One sober member checks IDs of all guests (this sober member must be 21 years of age or older), the second sober member acts as the bartender for the distribution of all beverages, carrying the beverages from the front door to the designated bar area, and keeping a watchful eye over the guests during the event. Each sober brother or member must be sober during the entire event, including six hours prior to the event. The sober member checking IDs at the front door of the event may not be a new member. At least one of the sober members must be a resident of the house.

Section VII. BAR PROCEDURES

Each member or guest that is 21-years or older may have the bartender exchange one of his or her drink tickets for a beverage at the bar. The sober bartender only serves alcoholic beverages to members or guests who are marked 21 years of age or older. Once the sober bartender has determined that the member or guest is of legal drinking age, then the brother takes the ticket, rips the ticket in half to set aside, and exchanges the ticket for one beverage. All tickets are destroyed upon redemption. Lost tickets are the responsibility of the member or guest. Labeled tickets do not *guarantee* a member or guest of a specific type of beverage.

Section VIII. NON-ALCOHOLIC OPTIONS

The number of non-alcoholic beverages should be sufficient for the number of underage members and guests at any BYOB function. The fraternity chooses two types of non-alcoholic beverages that are available to any member and guest for the duration of the function.

Section IX. EMERGENCY PROCEDURES

Follow the established Emergency Procedures manual that is reviewed by all Chapter Presidents during training. A copy of the Emergency Procedures manual is located in the Chapter Presidents' manual. Please contact the Coordinator of Fraternity/Sorority Life if you would like a copy of the Emergency Procedures. In the case of an alcohol-related emergency, dial 911 and shutdown the event. Any emergency or related accident should be reported to the Coordinator of Fraternity/Sorority Life in the Office of Student Activities no later than the following Monday at 5pm or the next business day for events that occur during the work week.

Section X. VIOLATIONS

Violating any part of Section I – Section IX of the BYOB Risk Management policy will result in judiciary action. To report a violation, an Incident Report form should be filed within 24 hours of an event, or by 5pm on the following Monday (or the next business day) for any event held during the previous weekend. An Incident Report form may be completed by an eyewitness, chapter member, Chapter President, Council officer, Resident Assistant, the Coordinator of Fraternity/Sorority Life, or any faculty/staff member of the college. Incident Report forms are located in the Office of Student Activities. Completed forms are to be submitted to the Coordinator of Fraternity/Sorority Life mailbox. Incident reports are reviewed with the PC/IFC Judicial Board Chairs. Reports are then acted upon in a timely manner through the PC/IFC Judicial Board or an administrative sanction.

Section XI. RESIDENCE LIFE ADDENDUM

Alcohol may not be possessed or consumed on a porch or yard, or other common area. Residence Life and Security may ask to enter any college owned residence at anytime if they suspect illegal activity. Possession, use, purchase, and distribution of illegal drugs or drug paraphernalia are prohibited on college property. Noise, parking and other city regulations are to be followed at all times.