



University of Lynchburg

Fraternity and Sorority Life

BYOB Guidelines

- A. Entrance:
 - a. One well-lit entrance, controlled and monitored by security or older members. The preferred method is security that is contracted, licensed, and bonded.
 - b. Monitors check to see if those seeking entry are members or have an invitation and are on the guest and are on the guest list.
- B. IDs are checked by initiated members who are 21 or older. They will not be new members or newly initiated.
 - a. Members or guests with alcohol are required to show proof of legal drinking age (the invitation guest list should also have the birthdays of members and guests). A picture ID with birth date must be required.
 - b. A guest's name is checked once they have entered the event.
 - c. Several exits must be available due to fire codes and laws; however, exits cannot be used as entrances
- C. Invitation Guest Lists:
 - a. Invitation guest lists with specific names and birthdays of all members and invited guests are required to be generated for each function.
 - b. The student or Fraternity and Sorority Life directory is not an acceptable guest list. Invitations should be issued to the guest(s) that a member wishes to invite to the event.
 - c. Invitation guest lists must be made as early as possible by no later than the submission deadline of (Wednesday at 5:00PM).
- D. Wristbands:
 - a. Members and guests who are attending the event will receive a non-adjustable, event specific wristband (provided by the Office of Student Activities).
 - b. The individual's name is checked off the invitation guest list and the type of alcohol that is brought is written next to his/her name.
 - c. Members and guests who are not of legal drinking **WILL NOT BE PERMITTED TO THE EVENT.**
 - d. Members and guests who are not drinking at the event will also be given a band but not a drink punch card.
- E. Punch Cards
 - a. Punch cards will be created and provided by the office of student activities.
 - b. For each and every event, punch cards must be created that are event specific.
 - c. Punch cards should be about credit card size with the following information: name, birthday, type of alcohol/amount brought, date of event, location up to six holes for alcohol consumed.
 - d. Punch cards, unlike tickets are easy to handle and are a more effective means for proper distribution.
 - e. Punch cards must be collected at the exits when guests leave the event.

- f. Bartenders will hold the punch card in a secure and dry location for the remainder of the time the guest/member is attending the event.
 - i. Once the guest/member chooses to leave the event, the punch card will then be torn up.
- F. Types and amounts of alcohol:
 - a. The following stipulations apply per person for a typical five hour function: Maximum of six (6), twelve (12) ounce cans/ plastic bottles of beer/ wine coolers/ malt beverages.
 - b. No glass bottles.
 - c. No cases, twelve-packs, or other alcohol containers larger than six 12 oz beers or wine coolers.
 - d. No squeeze bottles, water bottles, beer bongs, party balls, pitchers, tumblers, or other containers.
 - e. No kegs or hard alcohol.
 - f. No alcohol for common use in member's rooms.
 - g. No shots, drinking games, or other activities that encourage inappropriate or excessive drinking behavior.
- G. Food and non-alcoholic beverages:
 - a. The chapter must provide an amount of non-alcoholic beverages at least equal to the total number of people in attendance at the event.
 - b. Bread, meats, cheeses, vegetables, cookies, subs, pizza, brownies, fruits and dips are considered appropriate foods. The chapters should avoid salty foods.
 - c. All food and non-alcoholic beverages must be free to all attendees.
 - d. Food and non-alcoholic beverages should be contained within one centralized location.
 - e. Non-alcoholic beverages must be served from closed containers.
 - f. During the last 45 minutes of an event, alcohol service must stop; a new non-alcoholic beverage and food item should be served for those who wish to switch beverages and begin winding down.
- H. Chapter Monitors and Security:
 - a. Monitors are charged with regulating social events and maintaining the risk management policy of the chapter(s) involved.
 - b. Monitors are not to consume alcohol for at least 6 hours prior to and not at all during the social event.
 - c. The hosting chapter will be required to provide at least three (3) sober monitors.
 - d. Monitors should be older members of all participating organizations who will serve as general monitors or service monitors working at the service distribution center. New members should not be serving as monitors.
 - e. Specialty clothing may be worn by monitors to set them apart from the rest of the attendees.
 - f. Chapter presidents and social chairs should limit their use of alcohol (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained.
 - g. Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list.
- I. Service Distribution Center
 - a. One centralized location must be established for the distribution of all alcoholic beverages.
 - b. No other location, especially members' rooms, can be used for the distribution of alcoholic beverages.
 - c. The holding tank, which serves as a cooling area for the alcohol brought to the function by members and guests, is as simple as a large rubber trash can filled with ice that is supervised by an approved bartender.

- d. Anyone who wishes to acquire an alcoholic beverage that he/she brought to the event must present the punch card, show their wristband, and return an empty can if this is not the first request.