

This policy aims to allow RIT student clubs and organizations to have alcohol at their events for those old enough to partake, as determined by the United States Federal Law; however, alcohol will not be the primary focus of any event.

This policy pertains to all events on RIT's campus or other locations owned and operated by RIT (including but not limited to Tait Preserve, the RIT Inn, and the Alumni House), as well as events hosted by Student Clubs and Organizations at any off-campus venue.

RIT Campus Life created and will maintain this policy. It can be found online on the [Student Events website](#).

Criteria for Approval of Events Involving Alcohol Include (but are not limited to):

- The event must abide by all [University Policy](#) and Federal and State laws.
- The group hosting the event must be an RIT recognized student organization in good standing.
- Funds provided by Campus Life cannot be used to buy alcohol.
 - If a contract involves alcohol along with food, venue, services, etc., it must clearly state that it is either a cash bar requiring no funding or detail the different sources of funding.
 - Funds raised by an organization may be used for the purchase of alcohol per university policy with Director of Campus Life approval.
- The venue or caterer in which the alcohol is served must have a valid liquor license and a copy of the liquor license must be submitted via the Alcohol Approval Form.
- Events that include both guests of legal drinking age (21+) and underage attendees are required to use wristbands or similar identifiers for those eligible to consume alcoholic beverages. These identifiers must be issued to individuals upon verification of their identification.
 - ID verification must be conducted by the entity that holds the valid liquor license. Student clubs and organizations may not be involved in checking guests' IDs.
- All events serving alcohol must provide food or appetizers for guests throughout the event.
 - If you are hosting an on-campus event and RIT Catering provides alcohol, the food at the event must also be provided by RIT Catering.
 - In accordance with NYS Law, food and alcohol must be provided by the same vendor.
- Event tickets may include up to three (3) free drink tickets. Tickets must be organized by the student club or organization and must be clearly communicated to the venue and caterer. This should also be indicated in the contract with the venue/caterer.
- On campus events that include alcohol, must have a first right of refusal by RIT Catering.
- On campus events that serve alcohol must be reviewed by Public Safety to determine the need for security.
- If a student club or organization hosts an event held at a venue where alcohol is served during normal operating hours - i.e. bowling alley, restaurant, etc. and alcohol is **not** part of their advertised event, they do not need to fill out the Alcohol Approval Form.

Prohibited Activities:

- Student clubs and organizations may not host events with an open bar or any other components that encourage an over consumption of alcohol (i.e. serving shots), as well as other activities that would be in violation of RIT Student Code of Conduct ([D.18](#)).
- After-parties, bar parties, or nightclub parties are not allowed, and any requests submitted for events like these will be automatically denied. Any events held to fulfill these or similar purposes by clubs and organizations are not RIT-sanctioned events.
- Student clubs and organizations cannot host an event where the sole purpose of the event is to consume alcohol. Food and other activities must be offered and be the primary focus of the event.
- Per New York State Law, games of chance are not permitted at an event where alcohol is being served.
- In an event in which alcohol is served, no outside alcohol may be brought into the venue.

Procedure:

To host an event in which alcohol is served, students clubs and organizations must:

- Submit an event reservation to reserve.rit.edu (on campus or off campus).
 - Events that include alcohol must be submitted to EMS a minimum of **two weeks (10 business days) prior to the event** to allow for review and approval.
 - On campus events that include alcohol must be requested more than 8 weeks in advance to allow for the liquor license to be requested.
- Submit the Student Club & Organization [Alcohol Request Form](#) which can be found on the [Student Club & Organization Events website](#).
 - This form must be submitted a minimum of **two weeks (10 business days) prior to the event**.
 - This form asks for detailed information about operational logistics and risk management plans for the event, including (but not limited to):
 - Event details (date, time, location)
 - Detailed event description
 - Event Safety Plans
 - Transportation plans
 - Food Service information
 - Attendee Details
 - Ticketing/RSVP Information
 - Detailed Event Schedule
 - Detailed Bar Schedule
 - Identification Plan
 - Upload of contract and liquor license from venue/caterer
 - This form is reviewed by the Events Team and approved by the Director of Campus Life.
- Once the Alcohol form is approved, clubs and organizations must also work with the Events Team to ensure all other aspects of their event are approved prior to the event date. The event coordinator will receive an email from studentevents@rit.edu that confirms the overall approval of their event.

Supporting Documents:

All clubs and organizations must submit a **fully executed contract** along with the [Alcohol Request Form](#) that shows a temporary agreement has been accepted by both parties regarding the purchase, sale, identification, and consumption of alcohol at the specific event. A **liquor license** must be submitted for the location or caterer hosting the event, and this can be the permanent liquor license of a restaurant or place where alcohol is served under normal operating hours or a temporary one for 3rd party vendors. This contract must state how the vendor will ID all those under and over 21 years of age and how they will provide a distinction between the two groups for the duration of the event.

Approval of an Alcohol Request:

All [Alcohol Request Forms](#) will be reviewed by the Senior Leadership Team of Campus Life.

- All requests must be fully completed and meet all criteria to gain approval from RIT.
- For approval to be granted, all contracts and liquor licenses must be submitted to Campus Life through the Alcohol Request.
- Final approval of the Alcohol Request Form must be obtained prior to marketing or selling tickets for applicable event.
- RIT and the Center of Campus Life reserve the right to ask for more information and request that more safety measures are put into place before the approval of any Alcohol Request Forms. These parties also reserve the right to attend any RIT club or organization events and review that all safety plans are being followed.

Any violation of this policy could result in consequences for the student organization.

This policy is subject to change and organizations will be notified. For more information regarding this policy email studentevents@rit.edu.

RIT Student Organization Events with Alcohol

This handout outlines the required elements that must be visible in any contract involving alcohol for events hosted by RIT-recognized student clubs and organizations. These requirements ensure compliance with RIT policies and New York State law.

Important information:

- The venue/caterer is required to provide staff to verify all IDs to ensure no guest under the age of 21 will be consuming alcohol. Wrist bands must be provided to guests 21+ by person who is checking IDs to ensure compliance. Student organizations may not staff or oversee verifying IDs or providing wrist bands.
- Events may not include an open bar or any other activities that encourage an over-consumption of alcohol (i.e. shots).
- The venue or caterer in which the alcohol is served must have a valid liquor license and a copy of the liquor license must be submitted by the Student Organization to RIT Campus Life.
- Student Organizations may all up to three (3) drink tickets per guest. The organization must supply the tickets but information on how they will be collected and verified must be indicated by the vendor/caterer.
- Food must be served and per NYS Law, should be served by the same vendor as is serving the alcohol.
- Per New York State Law, games of chance are not permitted at an event where alcohol is being served.
- In an event in which alcohol is served, no outside alcohol may be brought into the venue.

The following information **must be included by the venue/caterer in an official contract** that is submitted to Campus Life for approval:

- A copy of the venue/caterer's liquor license must be submitted to RIT Campus Life.
- The contract must indicate what food will be served as per the policy.
- The contract must clearly note the structure of the bar or alcohol. It must be clearly noted that there will be no open bar.
- The method in which the caterer will be distinguishing guests of the legal drinking age (21+) must be fully described with a description of how individuals 21+ will be identified (e.g., wristbands).
- Contracts must reflect the student organization's drink ticket policy: Up to three (3) free drink tickets per attendee.
- The contract must state that no outside alcohol is permitted at the event.

Questions?

Contact the RIT Events Team at studentevents@rit.edu for support or clarification.