

## **POLICIES**

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## POLICY FOR EVENTS

These guidelines apply to events which take place in any facility owned or controlled by Clemson University.

- I. The sponsoring organization must reserve the desired facility with the responsible department.
- II. If the event will be open to the general public, charge admission, have an attendance of 100 or more people or extend beyond normal facility hours, all steps of Section II may be required. If not, continue to Section III.
  - A. Take a copy of the Reservation Form to CUPD to request security at least 14 days prior to the event. CUPD will determine the number of officers that must be present for the event including uniformed officers and trained event staff.
  - B. Return Reservation Form to the reserving department with a completed Security Request Form and payment of all applicable fees.
  - C. During the event, the sponsoring organization must:
    1. Provide one person to communicate with CUPD and Event Staff as well as coordinate opening and closing of the facility/area, sign in process and fire code occupancy management.
    2. If deemed necessary by CUPD, require all in attendance to sign the appropriate Sign-In Sheet that will be provided by CUPD.
      - a. Any CU student may gain access with a CU Student ID.
      - b. Any CU student may sign-in up to three guests who are non-students. The actions of these guests are the responsibility of the CU student.
      - c. The sponsoring organization may sign-in an unlimited number of guests (ie: alumni, guests from other institutions). The actions of these guests are the responsibility of the sponsoring organization. At least one member of the sponsoring organization must be present at the door at all times during the function to identify guests of the organization for entry.
    3. Maintain an accurate count of individuals in the function at all times and ensure that fire code regulations are not exceeded.
    4. End the function by 1:30 am and have facility cleared no later than 2:00am. If alcohol is present, the event must end by 12 midnight.
- III. All events where alcohol is present are subject to the requirements of the Clemson University Policy for Events with Alcohol (*Club Sports Manual*, "Policies"). Separate registration materials must be completed and forwarded to CUPD to seek approval for events with alcohol.
- IV. All matters related to advertising, promotions and parking are subject to existing University regulations.
- V. All violations of this policy are subject to action by appropriate disciplinary body.



## **POLICY FOR EVENTS WITH ALCOHOL**

- I. All events where alcohol is present that are held in a location not permanently licensed to sell alcohol must be registered at the host location. Facility reservation forms along with the Registration for Events with Alcohol form will be forwarded to CUPD by the host location.
- II. All events where alcohol is present are subject to having security present as required by CUPD (*Club Sports Manual*, "Policies").
- III. All alcohol sales and service must be administered by the contracted food service provider for Clemson University and will end no later than 12 midnight. Permanent licensed facilities that sell alcohol will operate during regular business hours as usual.
- IV. Approval of the sale and serving of alcohol at any event is at the discretion of the Vice President or his/her designee of the group hosting the event if applicable and the Vice President or his/her designee responsible for the area in which the event is held.
- V. Any violations of this policy will be referred to the appropriate disciplinary body.

The general membership of an organization or office requesting an event where alcohol is present is encouraged to be educated about alcohol annually in coordination with the Office of Health Education.

## **POLICY GOVERNING BOAT OPERATION**

All club personnel who operate a boat under Clemson University auspices will be required to get the boater safety certification required under the South Carolina Boater Education Law. There are several options for becoming certified:

### **Option 1**

Boat operators can view a 70 minute video, study a boat safety manual, and complete and submit a take-home test to the South Carolina Department of Natural Resources. The cost for certification is \$15, which includes a copy of the manual.

### **Option 2**

Boat operators can study and take the course on-line at [http://www.boat-ed.com/sc/sc\\_internet.htm](http://www.boat-ed.com/sc/sc_internet.htm). The cost for taking the course on-line is \$15 payable by credit card at the time the person takes the certification test.

Clubs are responsible for sending a list of those persons who will be driving a boat for their organization to along with the option they wish to pursue for certification the Club Sports Office at the beginning of each semester. For those who prefer the video/home-study option, the Club Sports Office will order the supplies and schedule the video showing (or possibly check the video out for your club to view). Those persons who choose to complete the course on-line will be responsible for bringing their certificate (upon receipt) to the Club Sports Office to be copied.