

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.

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.