



## LAKELAND COLLEGE PUB EVENT GUIDELINES

- All Pub Event Registration Forms should be submitted at least three days prior to event.
- A Pub Event Form must be requested in writing by the contact person, who, on behalf of the organization, accepts responsibility for compliance with all laws, rules and regulations. This person must be present at the function at all times.
- The organization must also complete a Pub Request Form. This form can be obtained by the Pub Manger or the Director of Student Activities.
- All paperwork must be completed and turned in before promotional materials are distributed.
- The student organization contact must meet with the Director of Student Activities to review procedure prior to event.
- All students 21 years of age or older must be tagged with a wristband at the entrance.
- Alcohol will be served in glass; non-alcoholic beverages served in plastic.
- All organizations agreed to make every effort to ensure that minors are not drinking at parties.
- If minor attempts to gain entrance to a party and has obviously been already drinking, he/she will not be admitted to the party.
- If a minor is found inside of the party and has been drinking, he/she will be asked to leave the party. Security should be informed of this action.
- Every organization will have members circulating around the party, making sure the event is under control and minors are not getting alcohol passed to them.
- Every organization will have experience members stationed at the door, checking ID's and tagging students 21 and older with wristbands.
- All organizations will be responsible for keeping the number of students at the party within a **safe and reasonable number**.
- All organizations will stop serving alcohol by 1:30am to allow for the party to wind down.
- All social events must have one chaperone from the full-time faculty or administrative staff of the Lakeland College community.

- The chaperone is available to support the organization hosting the party. They are not responsible for the party and what happens at the party. The organization is responsible for the party. The chaperone is there to support the organization if the party gets out of hand, if an “authority” figure is needed to deal with a situation, or to close the party down. It is the role of the chaperone to reinforce party regulations.
- Alcoholic beverages may be served by recognized student organizations that agree to abide by all College rules and regulations. These organizations must also agree to faithfully observe all laws, rules and regulations set forth in the statutes of the State of Wisconsin, Town of Herman, and Sheboygan County regulating the use of alcoholic beverages.
- The giving of, supplying of, or permitting the consumption of alcohol or liquor by any person under the age of 21 is punishable by fine or imprisonment.
- The sponsoring organization must identify and authorize two contact persons, each 21 years of age or older, who should to the best of their ability ensure compliance with the following rules and policies:
  - Make sure everyone consuming alcohol is of legal drinking age
  - Obtain sufficient amounts of food and non-alcoholic beverages, to be placed in plain view of all guests, and have enough to last the entire evening
  - Restrict attendance to ensure that there are not over-crowded conditions
  - Make sure that alcoholic beverages are not removed from the area approved for the event

**Either of such contact persons shall be authorized to eject persons from the event whose behavior is not in compliance with these rules and policies. Contact persons shall also be authorized to immediately terminate the social event, if in his or her judgment, compliance with these rules and policies can no longer be assured.**

- The sponsoring organization must be also responsible for:
  - Damage or disruptive behavior during or immediately following the event
  - Assuring compliance with college regulations and policies
  - Clean up the area after the party, both inside and outside to include furniture replacement
- Organizations, which sponsor events, may not advertise or promote the serving of alcoholic beverages at the event.
- Social events on the night of a previously schedules campus event, such as a play or athletic event will be allowed only following the completion of the event.
- The hours during which a social event may take place are from 8pm until 2am. Events must end at 2am!

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Organization President

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Date