

Illinois State University
Alcohol Policy
THIRD PARTY AGREEMENT
Registered Student Organizations

THE ORGANIZATION PRESIDENT:

Your organization will be in compliance with the risk management policies of the University if you hire a "third party vendor" to serve alcohol at your functions WHEN you can document the following checklist items. This applies to events held off campus as well as the Bone Student Center.

THE VENDOR MUST:

_____ 1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.

_____ 2. Agree in writing to cash sales only, collected by the vendor, during the function.

_____ 3. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- A. Checking identification cards upon entry;
- B. Not serving minors;
- C. Not serving individuals who appear to be intoxicated;
- D. Maintaining absolute control of ALL alcoholic containers present;
- E. Collecting all remaining alcohol at the end of a function (no excess alcohol - opened or unopened –is to be given, sold or furnished to the organization).
- F. Removing all alcohol from the premises.

_____ 4. Any breach or violation of this Agreement shall be grounds for immediate termination thereof. Any person, organization or vendor who violates any provision of this Agreement may be liable for both civil and criminal activities by the University. This does not preclude the University from imposing its own sanctions including expulsion of the student or termination of employment.

This form must also be signed and dated by the organization and/or chapter president, faculty advisor, Director of the Office of Student Life and the vendor. In doing so, all

parties understand that only through compliance with these stipulations will the chapter or organization be in compliance the Illinois State University requirements.

Chapter President & date

Vendor/Company & date

Faculty Advisor & date

Director, Office of Student Life & date

File: Office of Student Life

cc: Office of Legal Council