QUICK REFERENCE GUIDE
For
MUSC Student Policy for Responsible Hosting Guidelines and Serving Alcohol at Events

Policy Highlights
“Liability” Section: The students and sponsoring organization are responsible for any property damage or personal injury resulting from the sponsored event. The sale, consumption or possession of alcoholic beverages in an irresponsible or unlawful manner could expose the individual, student organization, and/or MUSC to liability. S.C. law holds that the negligent sale or service of alcoholic beverages creates a civil liability. This policy, Responsible Hosting Guidelines and the MUSC Student Event Approval Forms are mechanisms to educate students about responsible sale, service and consumption of alcoholic beverages and the potential liability associated with the sale, service and consumption of these beverages. Adherence to these guidelines and policies does not ensure immunity from prosecution. However, sponsoring organizations participating in University approved events are normally protected by the SC Tort Claims Act, and may be provided with legal defense.

“Approval” Section: Events governed by this policy require the submission and approval of a MUSC Student Event Approval Form. One of the purposes for the submission of this Form is to ensure the sponsoring organization’s awareness of and compliance with this policy and responsible hosting guidelines.

- University-wide events will require the approval of the Executive Director of Student Programs.
- College-sponsored events will require the approval of the Dean or the appropriate designee of the sponsoring College.

SC Laws Related To Service Of Alcohol
- It is a misdemeanor for the possession or consumption of alcohol by those individuals under 21 years of age.
- A beer and/or alcohol license is required for the sale of alcoholic beverages. Sale of alcohol is defined to include events where the admission price includes alcohol or contributions are requested for alcoholic beverages.
- It is a violation to drink publicly on the streets or public property or to have an open container of alcohol in any vehicle.
- It is unlawful to serve alcohol to an intoxicated person.

Respnsible Hosting Guidelines and Strategies
See “Responsible Hosting Guidelines and Strategies” that is included in this packet.

Promoting the Event
- Emphasize features of the event other than alcohol service

Supervising the Event
- Designate “event supervisor(s)” who will abstain from drinking
- Hire off-duty MUSC Public Safety officers. Contact Major Dorothy Simmons, 792-4196, at least (2) weeks in advance. Cost is $25/hour and a minimum of 2 hours

Managing the Door
- Organizations must hire MUSC Public Safety officers to manage the door and event admissions to identify guests who are under 21 and assure that there are no party crashers or intoxicated guests upon arrival. Official staff at a commercial establishment is also acceptable manage the door.
- Use wristband system for noting guests who are not of legal drinking age, under 21 years.
- Promote safety by emphasizing that guests should not drink and drive. Have a plan that is publicized for helping guests who have had too much to drink get home safely.

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Managing the Bar
• Hire professional bartenders, covered by liability insurance, to insure that reasonable drinks are distributed and to identify underage and intoxicated guests.
• Do not serve alcohol to anyone who is underage, intoxicated and/or does not show wristband verifying legal drinking age.
• Limit alcohol service to 3-4 hours and close the bar 30-60 minutes before the event is over.
• Slow down consumption with a cash bar or limited drink tickets.
• Have a reasonable amount of alcohol for the crowd you anticipate (see “Party Pack”).

Serving Non-Alcoholic Beverages
• Have a variety of non-alcoholic beverages available
• Make non-alcoholic beverages appealing and easily accessible
• Keep in mind that 30% of the population does not drink alcoholic beverages!

Serving Food
• Focus on food and have plenty of it.
• Avoid foods that stimulate thirst, e.g. potato chips, Doritos, etc.
• Emphasize high protein foods as they slow down absorption of alcohol into the bloodstream.

Creating the Right Climate
• Have some entertainment besides the bar.
• Help guests be socially comfortable at your events.

Getting Home Safely
• Do not let guests consume alcohol right before they leave the party.
• Do your best to assess guests level of impairment as they leave the party.
• Never let an impaired guest drive home.
• Have a plan for helping impaired guests get home safely. Options include: designating group members who will provide transportation; calling a taxi and, even better yet, making pre-arrangements with a taxi company to deliver an impaired guest home safely and billing your organization, rather than charging the individual; and prearranging transportation to and from your event through a local business or MUSC’s University Transportation Services.

Effects of Alcohol on the Body (see “Guidelines & Strategies”)
• Signs of intoxication
• Factors determining alcohol absorption & individual characteristics
• Other factors including food and drugs/medications