

## Alcohol Event Planning Guide

The use of alcoholic beverages at events held at the University of South Florida St. Petersburg (USFSP) are at all times subject to the applicable alcoholic beverages laws and ordinances of the State of Florida, the City of St. Petersburg and Pinellas County.

### **Event Regulations and Guidelines:**

- No person may sell, furnish or give alcohol to any person under the age of twenty-one (21).
- Only vendors licensed and by the Division of Alcoholic Beverages and Tobacco (ABT) are authorized to sell alcohol.
  - Chartwell provides Dining Services for USFSP. CB Lundy is licensed and insured to serve alcohol on campus.
  - All other vendors must have a business license, license to serve alcohol off-site, adequate liability insurance, and be approved by the Director of Event Services.
  - It is strongly encouraged that vendors selected to distribute alcohol on campus be designated as a Florida Responsible Vendor.
- Persons responsible for distributing alcohol or verifying those allowed to consume alcoholic beverages are of legal drinking age must:
  - Abstain from consuming alcoholic beverages during the event.
  - Have completed the training required by the Florida Responsible Vendor Act.
  - Monitor attendees for signs and symptoms of over-consumption of alcoholic beverages.
  - Discontinue service of alcoholic beverages to those displaying symptoms of over-consumption.
- Consumption of alcohol is limited to approved events and areas designated for the sale and consumption of alcohol.
  - Adequate event staff must be provided to ensure alcohol remains inside the event or designated area.
- Reduced-priced alcohol sales are prohibited at USF events and facilities.
- Non-alcoholic alternatives must be available. Consider serving alcohol in easily identifiable cups/containers.



# University Police Department Review of Alcohol Events

The organizer or sponsor must complete the UPD (University Police Department) Alcohol Event Review Form at least 21 days prior to the event. The organizer or sponsor may be contacted for additional details. If the details provided for the event change, UPD must be notified.

UPD will determine if a uniformed officer, or a substitute approved by the Police Chief, must be present during the function. Security-related costs will be incurred by the event sponsor(s).

Include the following details on the UPD Alcohol Review Form:

- The boundaries of the event or designated area for alcohol distribution and consumption. If the event will be held in an outdoor or public-access space, explain how the boundaries will be clearly indicated (i.e. stanchions, signs) to prevent:
  - Underage students or uninvited guests from enter the designated area;
  - Alcohol from being taken outside designated area.
- The times alcohol will be served if it differs from the overall event times (i.e. cocktail hour).
- Names of speakers/topics of discussion and political or high-profile guests.
- Confirmation of beverage server training for all parties distributing alcoholic beverages, checking identification, and monitoring alcohol consumption.

## Questions?

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