



University Police Department Alcohol Event Review

In order to facilitate a safe event for our University and community partners, the University Police Department (UPD) reviews all events that serve alcohol on campus. Please complete this form for further review and forward it to UPD at STP-police@usf.edu.

Event Title: Enter text

Organization: Enter text

USFSP Coordinator Email: Enter text

Phone number: Enter text

On-site Contact Email: Enter text

Phone number: Enter text

Location: Enter text

Alternate/Rain Location: Enter text

Event Date: Click to enter a date

Expected Attendance: Enter text

Event Start Time: Enter text

Event End Time: Enter text

Will any of the following elements be present during the event:

- Minors (under 18) will be in attendance
- Loud or live music
- Safety or Risk Management Concerns: Enter text

Event Description:

Describe the event to include any speakers and the topic(s) of discussion. Provide a description of the bar setup and timeframe the beverage service will be available if the times vary from the overall event (i.e. cocktail hour). If guests will include persons under 21 years of age, please detail a plan for ensuring underage guests do not consume alcohol (i.e. checking IDs, wristbands, stanchioned areas, signs, etc.)

The use of alcoholic beverages at events held at the University of South Florida St. Petersburg 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. Chartwell/CB Lundy Catering Services is the USFSP Dining and Alcohol Service provider. All other alcohol vendors must be approved by the Assistant Director of Event Services.

USFSP Coordinator's Signature

Date

UPD Use Only

Date Received: Click or tap here to enter text.

Reviewed By: Click or tap here to enter text.

Date: Click or tap to enter a date.

Approved

Denied

Notes:

Click or tap here to enter text.



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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