

Guidelines for Events Involving Alcohol

In accordance with the [Duke Alcohol and Other Drugs \(AOD\) policy](#), these Guidelines for Events Involving Alcohol outline how students can host these events in alignment with university policy and procedures. The AOD Policy applies to all Duke undergraduate students, student organizations, and quad councils. Federal, state, and local laws apply.

Guidelines for Events Involving Alcohol:

1. Determine the type of event involving alcohol you would like to have (only one per event)
 - a. Licensed Service
 - b. BYO
 - c. Host Provided
2. **Reserve space** for your event-- if required—for the type of event you are sponsoring thru [SpaceFinder](#). Note additional space use policies and charges may apply. Some smaller HRL spaces do not require reservation, check with your RC with Q's
3. Expecting 25 participants or more **or** using student organizational funds for your event?
 - a. Complete the event registration through Duke Groups
 - b. Your confirmation will provide you with next steps based on the location of your event
 - c. Licensed kegs (i.e., kegs obtained from a licensed retailer such as a brewery, ABC, etc.) are only allowed for gatherings over 50 in specific locations.

Types of Events Involving Alcohol:

Type	Definition	Spaces	Notes
Licensed Service	Venues that currently hold a liquor license and serve alcohol with no additional service charge	Such as... <ul style="list-style-type: none"> • Crown Commons • The Landing & Patio 	<ul style="list-style-type: none"> • <i>Liquor and wine can be arranged through Duke Dining served in accordance with venue liquor license</i>
BYO Event	Up to six canned beverages, less than 5% alcohol by volume (ABV) per person over the age of 21.	<ul style="list-style-type: none"> • Find indoor and outdoor spaces (including Residential Spaces for those who live on campus) on SpaceFinder 	<ul style="list-style-type: none"> • <i>Gatherings can either be BYO or keg provided by host.</i> • <i>No additional common source alcohol is allowed at host provided events (including BORGs).</i> • <i>No more than one standard keg per 50 guests</i>
OR			
Host Provided	Utilizing Duke Dining or a third-party vendor to offer bar service at the event and/or providing beer through a keg		

Event Planning Tips:

- *Social Hosts are members of the Duke community that are required to be present at all undergraduate on-campus events with more than 25 attendees where alcohol is present. Social Hosts are sober, active bystanders that assist in promoting safe, social behaviors to ensure that the event ends well for all those attending. Hosts who choose to provide kegs for their event are required to have completed the social host training and will be provided resources for proper monitoring of the distribution of alcohol to guests. Click [here](#) to register for a social host workshop.*
- *Food and non-alcohol beverages are required to be provided at EIA's. Students can purchase food through [Duke Dining](#) for their social event or through a third-party of their choosing when allowed per location use policies.*

Additional University Event Policies impacting the ability to host events involving alcohol (EIA) include:

- *No EIA's during orientation week*
- *EIA's for the first week of the fall semester are required to be invite only events for those of age and*
 - *utilize on-campus venues that can support licensed service*
 - OR*
 - *create a secure perimeter in an approved on-campus location that can support a licensed vendor*
- *EIA's will be permitted in HRL spaces beginning the second week of classes*
- *Individual and student group events involving alcohol may not be allowed on certain dates based on University Calendar/Events (at this time, this includes LDOC, Final Four or National Championships, any date after the last day of undergraduate classes)*
- *[Amplified Sound Policy](#) and HRL noise ordinance for outdoor events will be enforced.*
- *For specific information about use policy and reservation requirements for specific spaces please visit [SpaceFinder](#)*
- *EIA's should not be scheduled during typical class times, be limited to no more than 4 hours in length, and refrain from using alcohol in the name or as a recruitment element for the event, and conclude prior to 2AM*
- *Graduate and Professional students should reference their school bulletin policies for specific regulations regarding alcohol at graduate events or refer to <https://gpsg.duke.edu/alcohol-policy/> with questions.*