**BYOB Event Reservation Request**

*Phone: 828.251.6990*

*Please read, sign, and return to Highsmith Union no less than 4 weeks prior to event. You will be required to meet with the Director of Student Activities and Integrative Learning (SAIL) prior to any approval of event.*

<table>
<thead>
<tr>
<th>Sponsoring Org(s)/Chapters(s)/Dept(s):</th>
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</thead>
<tbody>
<tr>
<td>Organization(s)/Chapter(s)/Dept(s) Representative:</td>
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<tr>
<td>Email: ___________________________________________</td>
<td>Cell Phone: ____________________________</td>
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<tr>
<td>Advisor Name: ___________________________ Email: ___________________________ Phone: ___________________________</td>
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**Date of Event: ___________________________ Location: For all BYOB events, The Grotto is the only permitted venue.**

**Title of Event: ___________________________**

**Type of Event (check all that apply): ___ Social ___ Dance ___ Movie ___ Concert ___ Other (Please specify): ___________________________**

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<tr>
<th>Event Start Time: ________</th>
<th>End Time: ________</th>
<th>Anticipated Number Attending: _____________ *capacity is 143</th>
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<tbody>
<tr>
<td>Participants: Organization Only: _____</td>
<td>University Community: _____</td>
<td>General Public: _____</td>
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*Note, Student BYOB events will not generally be open to the public.*

Will any persons under age 21 be able to attend the function? ______Yes ______No *UNC Asheville students 17+ may attend with student ID and driver's license. If guests are permitted, non-student guests of UNC Asheville students MUST be 18+ and have a government issued ID. Number of guests may be limited at the discretion of the Director of SAIL, Dean of Students or their designee.

Will you or a member of your group be arriving prior to the actual starting time of the event? Yes___ No__ If so, at what time? _____

Will there be a DJ at your event? Yes___ No___ Will there be a Band? Yes No___ Charging Admission? Yes___ No___

Please list the alternative food and non-alcoholic beverages you will offer: ______________________________________________

A minimum of 4 non-drinking members of your organization/department must be present to assist our staff as needed (before, during, and after the event). Upon meeting with the Director of SAIL, it may be determined that additional members are needed. The members (names) will be available to work the event are (names):

Proposed advertising is attached. ____Yes ____No (if no, must be approved prior to final approval)

I have read the BYOB policy, and this application is submitted with the understanding that the sponsoring organization accepts responsibility for compliance with this policy, North Carolina Alcoholic Beverage Control Commission Rules, and General Statutes of North Carolina Chapter 18B. I understand that student organization funds and University funds may not be used to purchase alcoholic beverages for this event. I, on behalf of my organization/department, agree to accept financial responsibility for all fees, charges and damages assessed by the Highsmith Union in connection with this event. In addition, failure to abide by the BYOB policy will result in our organizations ability to host future BYOB events and may result in further University action.

Organization Representative Signature: _____________________________________ Date: ______________________________

Advisor Signature: _______________________________________________________ Date: ______________________________

Review meeting date and time: ____________________________________________

Advertising flyer for event: _____ Approved _____ Revision needed: ___________________________

Additional non drinking members needed? ____ Yes ____No If yes, names: ___________________________

Campus Police Officer has been scheduled? ____ Yes ____ No Name of Officer: ___________________________

Additional staff/campus police needed? ____ Yes ____ No If yes, which and how many? ___________________________
Cost of officer(s) to be paid by: ____ SAIL _____ Sponsoring Organization

Other notes: ____________________________________________________________________________________________________

Program Setups/Arrangements:
- Upon final approval of your event you must meet with Silke Crombie and/or Rick Brophy concerning details regarding specific setups and equipment needs.

Additional BYOB Program Expectations:
- Last call for retrieval of alcoholic beverages (for consumption) at this event will be at: _____________________ am/pm
- Concession area will close at __________________ am/pm – any alcohol not picked up by its registered owner will be disposed of by HU staff

Organization Representative Signature: _____________________________________    Date: ______________________________
Director of SAIL Signature:_______________________________________________     Date:_______________________________
Dean of Students Signature:_________________________________ ______________     Date:_______________________________

Final Approval: ______      Director of SAIL Signature:_____________________________________         Date:______________
Dean of Students Signature:_________________________________ ____        Date:______________

UNC Asheville BYOB Alcohol Policy

SCOPE: This policy governs only those events held in the Grotto of the Highsmith Union at which persons of legal drinking age may bring and consume alcoholic beverages (limited to beer and wine as noted below) at the event. Such events will be classified as “BYOB” events and must be approved in advance, meet specified guidelines and occur in the approved location (The Grotto, unless granted special permission). This policy is referenced in and subordinate to the University Policies, Regulations and Procedures concerning alcohol.

PURPOSE: The purpose of a BYOB policy for Highsmith Union is:
1. To provide an on-campus option for responsible and legal consumption of alcohol beverages that accompanies participation in a planned on-campus social or entertainment event.
2. To respond to feedback from students that such events would positively affect student life, campus participation and offer an inclusive atmosphere for our non-residential students (as many are 21 and over).
3. To reinforce and further promote the University’s commitment to responsible drinking by students of legal age.
4. To educate and provide a structure for how to plan and implement a social event at which alcoholic beverages are present and demonstrate the appropriate behavior at such events.
5. To empower students to develop, implement and monitor a successful program to serve the social needs of our students.

GOVERNING PRINCIPLES: The University of North Carolina at Asheville prohibits and does not condone the illegal, irresponsible or abusive use of alcoholic beverages. The University will enforce federal, state and local laws, as well as University Policies and the Student Code of Community Standards.

A. BYOB Event Registration
Only university organizations may register for and sponsor a BYOB event; for the purpose of this policy, the term ‘university organizations’ includes registered student groups and university departments or offices. All organizations as deemed by this definition must petition in writing (complete a form) for approval to hold a BYOB event on campus 4 weeks in advance; forms are available through Student Activities and Integrative Learning.
(SAIL). Once the needed paperwork has been completed (including an approved time-line, list of requirements, and an understanding of policy compliance), the document must be signed by the Director of SAIL and the Dean of Students to ensure all necessary requirements for the event have been met. For university departments or offices, the BYOB Event Request Form must be signed by their designated Dean/Director and the Dean of Students.

**B. Policy Compliance**

The organization sponsoring a BYOB event is responsible for policy compliance and is expected to have a minimum of 4 members designated to monitor compliance at the event (the number of designated members will be determined in advance by Director of SAIL, based on the anticipated size of the event). Failure to comply with all elements of this policy and BYOB Procedure may result in the loss of the privilege to sponsor a BYOB event as well as possible action through the Citizenship Education Process (for students) as well as law enforcement (for both the organization and/or individual students).

Specifically, the sponsoring organization is responsible for:

- Appropriately registering the event according to this policy.
- Ensuring compliance with all elements of this policy, BYOB Procedure, other related policies and procedures.
- Work with the SAIL staff to ensure that only individuals of appropriate age possess or consume alcohol and that visibly intoxicated individuals do not possess or consume alcohol. Those who do not comply will be required to leave the premises. University police will be contacted when necessary.
- Work with the SAIL staff to ensure attendance for the event does not exceed the fire code of 143 participants for the Grotto (the facility seats 84 with existing furniture).
- Ensuring that no drinking games or other activities which promote or encourage the rapid consumption of alcohol occur.
- Preventing any damage that could occur to the facility during a BYOB event.
- Controlling the size of the event to comply with all safety and occupancy standards.
- Complying with any directives from the designated BYOB event staff, Highsmith Union staff, campus police or other university official.

**C. Amounts and Types of Alcoholic Beverages**

The amount of alcoholic beverage a person (of legal drinking age) may bring to a BYOB event is four (4), twelve ounce (12 oz) cans or bottles of beer or malt beverage or four (4) 187 ml bottles of wine (4 pack mini-bottles) may be brought per individual. Hard liquor, fortified wines, high gravity beer or spirits will not be permitted.

**D. Non-Alcoholic Beverages and Food**

Soft drinks and/or non-alcoholic beverages must also be made available to attendees and featured in the same location and during the same time as alcoholic beverages at BYOB events (this will be arranged by SAIL once the event has received approval). Food must also be made available and must be more substantial than simply chips, etc. During the approval process, options for food can be discussed. The cost of food is covered by the sponsoring organization.

**E. Event Promotion**

Promotional materials must mention that the event is BYOB and must mention the maximum amounts and types of alcoholic beverages allowed. *The focus of the program and promotion cannot be the BYOB component.*

**F. BYOB Procedure**

All SAIL staff assigned to work a BYOB event will have completed training in alcohol awareness, responsible decision-making and event management (student staff may be under the age of 21, but at least 18).

All individuals attending a BYOB event, who bring or plan to consume alcohol must provide a government issued ID (students must also bring UNC Asheville ID) and obtain a numbered wristband from a BYOB SAIL Staff
Member at the event. All UNC Asheville students must be 17 years or older for admittance. When guests are permitted at a BYOB event, UNC Asheville students may bring 2 (two) guests however, number of guests may be limited at the discretion of the Director of SAIL, Dean of Students or their designee. Non-student guests of UNC Asheville students MUST be 18+ and have proper ID. Due to safety concerns, young children are not allowed on premise for BYOB events.

All alcoholic beverages carried into the building/event must be in an opaque bag. No one may carry visible alcohol containers in to the event or building.

In addition to the numbered wristband, all individuals who bring alcohol to a BYOB even will also receive a BYOB Event Punch Card that includes the following information:
- Event title & date
- Attendee’s name
- Attendee’s wrist band number
- Type & Quantity of Beverage they brought with them
- Tracking Area – SAIL staff member will use a hole punch to mark the card each time they serve a participant a beverage.

All alcoholic beverages must be checked in at the concessions area and logged by the Concessions Server(s). Event attendees must check out their beverages from the server. Only one beverage may be checked out at a time. At the conclusion of the event, of age event attendees who have checked in alcoholic beverages may take their remaining unopened beverages with them. All unopened beverages leaving the even must be carried in an opaque bag. No one may carry visible alcohol containers out of the event or building.

All beverages at the BYOB event must be dispensed by the trained concessions server(s) and are University staff, including student staff (unless otherwise approved).

If it is determined that an event participant has provided alcohol to an underage person, both individuals will asked to leave by SAIL Staff. University Police will be contacted and a citation and/or campus Citizenship Education referral may result. University police will dispose of the individual’s remaining alcohol.

Event participants engaging in inappropriate or disruptive behavior and/or who appear intoxicated will be asked to leave. University Police will be contacted and a citation and/or campus Citizenship Education referral may result. University police will dispose of the individual’s remaining alcohol. If there is a belief a person is highly intoxicated, University Police and EMS will be notified by SAIL Staff.

Upon the close of the event, the sponsoring organization will assist with the appropriate recycling of containers from the event, as well as any related cleanup as requested by the SAIL Staff.

Any alcoholic beverages left at the conclusion of the approved BYOB event will be disposed of by the SAIL staff.

Amended 11-10-10