

POLICIES & PROCEDURES

Alcohol and Other Drugs Policy Security

Alcohol and Other Drugs Policy

Woodbury University's Alcohol and Other Drugs Policy complies with the requirements set forth by the Drug-Free Schools and Community Act Amendments of 1989. This act requires the university to certify its compliance with the regulations and confirm that it has adopted and implemented an alcohol and drug prevention program to prevent the unlawful possession, use, and/or distribution of illicit drugs or alcohol by all students and employees, both on school premises or during any university-sponsored activities.

The Alcohol and Other Drugs Policy provides members of the Woodbury community with the standards of conduct regarding the unlawful possession, use, and/or distribution of alcohol, controlled substances, and marijuana; legal sanctions under local, state and federal law, as well as university sanctions.

Alcohol Policy

Woodbury must abide by state and local laws, and all campus policies reflect the application of the law to university life. The laws of the State of California specify that people under the age of 21 may not consume, possess, or distribute alcohol. In addition, it is unlawful for any person to sell, furnish, or give any alcoholic beverage to anyone under the age of 21. Minors who use false identification in order to obtain alcoholic beverages are guilty of a misdemeanor. In compliance with state and local laws, Woodbury prohibits the illegal use of alcohol on university property and as part of any university-sponsored activity.

While Woodbury University's alcohol policy reflects current interpretations of federal, state and local laws governing the possession, distribution and use of alcohol, it also expresses the University's commitment to responsible drinking and behavior. For the purposes of this policy, an "event with alcohol" is defined as an official gathering—either on- or off-campus— sponsored by Woodbury University or any of its constituent groups, at which alcohol is served. Timing and location of all events where alcohol is present must be sensitive to the academic mission and needs of the University community. The presence of alcohol at these events creates a need to manage the activity with care and to be more concerned with the conduct of those present. Those who plan or choose to attend events where alcoholic beverages will be served and consumed must assume responsibility for the consequences of their actions.

1. Alcoholic beverages may not be served at official Woodbury University events without proper registration. All events with alcohol must be registered via the Facility Reservation and Event Authorization (FREA) process at least two weeks prior to the event date. A completed Host Responsibility Form for Events with Alcohol* (for events sponsored by faculty or staff) or

Petition for Student 177 Organization Event with Alcohol* (for student organizations) must be completed by the event host and attached to the FREA form. Some club events, parties and certain other events involving students may require one host per 100 guests expected to attend. The Dean of Students must approve all student organization events with alcohol.

2. Consumption of alcoholic beverages must be limited to the location(s) pre-approved for the event via the FREA process. Additionally, access to the event must be controlled.
3. Alcoholic beverages may only be served by vendors contracted through Woodbury's food service provider or, for off-campus events, by staff from a venue in possession of a valid Alcoholic Beverage Control License and liability and insurance coverage.
4. Service of alcoholic beverages shall be limited to those age 21 and over, while access to alcoholic beverage service areas by those under age 21 shall be monitored. There must be a system in place to ensure that no one who is under 21 years of age is served any alcoholic beverages. Such systems may include, but are not limited to:
 - i. Checking of government-issued picture identification at the entrance (acceptable identification includes a valid driver's license with photo, a government-issued photo identity card, or a passport); University identification cards are not sufficient proof of age;
 - ii. Use of a wristband or ink stamp to mark the hands of all persons determined to be of legal drinking age; and/or
 - iii. Color-coded place cards for sit-down meals

For events on Woodbury property, Woodbury students' identification should always be checked against a list of birthdays obtained from the Office of Student Affairs. The system that will be used for events hosted by faculty or staff must be described on the Host Responsibility Form for Events with Alcohol. The system that must be used for events hosted by student organizations is described in the Guidelines for a Student Organization Event with Alcohol.

5. Servers and hosts should assure that alcohol use at the event is responsible and safe by observing the following guidelines at a minimum:
 - a. Guests may not be served more than one alcoholic beverage per hour, not to exceed four alcoholic beverages total. An alcoholic beverage is defined as 5 ounces of wine, 12 ounces of beer or 1.5 ounces of hard alcohol. Only non-alcoholic beverages may be served during the last hour of events four hours or longer. Obviously intoxicated persons are not to be served alcoholic beverages.
 - b. Both the host of the event and the sponsoring department/organization are required to provide, in sufficient quantity throughout the event, food and one or more nonalcoholic

beverages, e.g. soda, water, juice, or coffee. (If alcohol is being provided at no cost, food and non-alcoholic beverages must also be provided at no cost. If alcohol is available for purchase, food and nonalcoholic beverages must be available for purchase or provided at no cost.)

- c. Drinking games or any activity, which encourages or contributes to alcohol overindulgence or abuse, are prohibited.
 - d. Service of alcohol from a large, open, common source container (such as a punch bowl) is prohibited.
6. Woodbury University security may be required for events with alcohol, depending upon the nature of the event and expected attendance using the rubric located on page 180 and 181 of the Woodbury Student Handbook as a guideline. The rubric will also be used to determine if a security supervisor is required. The sponsoring department /organization is responsible for the cost of event security. The student handbook can be found online at <https://woodbury.edu/studenthandbook/>.
 7. Both the host of the event and the sponsoring department/organization must ensure that all event promotion is appropriate. Event advertising (e.g., flyers, banners, invitations, T-shirts, signs, etc.) must not overtly or covertly focus on alcohol consumption as the primary purpose of the event.

Student organizations should additionally reference the “Guidelines for a Student Organization Event with Alcohol.” The conditions above do not apply to events, which are considered private. Private events are defined as the following:

- Events hosted by a faculty or staff member where attendance is determined by personal invitation to a limited number of individuals;
- On-campus events hosted by a student organization where attendance is determined by personal invitation to a limited number of individuals and the organization’s advisor(s) is present for the entire event; or
- Student organization meals held at a venue in good standing with the California Department of Alcohol Beverage Control Board (in possession of a valid liquor license— may be confirmed at: abc.ca.gov/datport/LQSMenu.html) where attendance is limited to the organization’s active members.

However, it is expected that private events will adhere to Woodbury University’s Alcohol Policy, which prohibits the possession or consumption of alcohol by any individual under the age of 21, as well as to California State Law, which prohibits furnishing alcohol to a person under the age of 21. Additionally,

alcohol may not be consumed in campus parking lots or at the ASWU Pool House unless prior approval has been issued by Student Affairs.

Under the Residence Hall Community Living Standards alcohol is not allowed in the residence halls. Empty alcohol bottles are also prohibited in the residence halls, even for decorative purposes.

¹Drug Policy

Federal and state statutes specify that persons involved in the use, sale, or distribution of illegal drugs are liable for criminal action, including arrest, fines, and imprisonment. Woodbury fully supports these laws by prohibiting the possession, use, sale, and/or distribution of illegal drugs on campus.

Woodbury does not shield its students from the law or from the consequences of their own behavior. Violations of California law, even within regularly scheduled university facilities, occur at the risk of the individuals and are not the responsibility of the university. The university does not, cannot, and should not serve as a safe haven from law enforcement agencies.

Possession, cultivation, usage, sale, purchase, transportation, importation, distribution or manufacturing of illegal drugs and other controlled substances on University property or University sponsored programs/events is prohibited. Use and possession of marijuana on University property or University sponsored programs/events, regardless of medical permit/doctor's note, is prohibited. Possession, usage or distribution of paraphernalia related to illegal drugs and/or other controlled substances is prohibited. Abuse, misuse, sale and/or distribution of prescription medication, over-the counter medications, cleaning products & other chemicals/fumes for other than for their intended/prescribed uses is prohibited. Violation of other University policies while under the influence of drugs or controlled substances is prohibited. Inability to exercise care for one's own safety and/or the safety of others while under the influence of drugs or controlled substances is prohibited.

Substance Abuse Education

Woodbury University provides a number of substance abuse education programs throughout the year. Examples of these programs include, but are not limited to:

- Responsible alcohol use/safe partying;
- Alcohol and drug use assessments provided by Counseling Services;
- Specific programming targeted toward fraternity and sororities;
- Educational meetings and workshops for students who may be sanctioned as part of the student conduct process.

² "Illegal Drugs" refers to "Controlled Substances" as defined in Schedules I through V, section 22 of the Controlled Substances Act (21 U.S.C. Section 812) and also found in the Health and Safety Code Section 11054-11058.