

# Off-Campus Events with Provided Transportation Policy

## I. Introduction

This policy applies to all off-campus events, as defined herein, where the sponsoring organization provides transportation (including, but not limited to, buses and limousines) and alcohol may or may not be sold, provided or consumed by attendees prior to and/or at the event.

This policy applies regardless of where the transportation originates. Moderators/advisors are not required to attend these events. This policy does not apply to modes of transportation such as ride sharing apps, carpooling and taxis, with the exception of overnight events with alcohol.

Overnight off-campus events with alcohol are not permitted regardless of the modes of transportation. Examples of such events are formals, camping trips, organization sponsored senior trips or member only events with Guests.

Organizations may not contract with third-party event promoters. Individuals are expressly prohibited from sponsoring such events.

In all cases involving Student misconduct on or off campus, Loyola Marymount University reserves the right to exercise conduct action. Sponsoring organizations, members, Guests or LMU community members found responsible for violating the Student Conduct Code will be subject to the same sanctions imposed for on-campus violations.

## II. Policy

LMU may hold Registered Student Organizations and/or individual Students accountable for violations of registration and/or processes and protocols for any off-campus events with provided transportation.

## III. Off-Campus Events with Provided Transportation and Alcohol

**A.** The following types of events are covered under this policy:

1. Closed Events are off-campus events open to a single sponsoring organization's members and no more than one invited Guest per member. Examples of such events are formals and date nights. Closed Events may only occur on Friday or Saturday.
2. Ticketed Events are off-campus events open to all LMU Students, do not qualify as "Closed Events" and are sponsored by a single organization. The venue must be reserved exclusively for this event. All LMU Ticketed

Events may only occur on Friday or Saturday.

3. Co-sponsored Events are off-campus events open to up to four (4) sponsoring organization's members and no additional invited Guests. Co-sponsored events may only occur on Friday or Saturday.

4. All other off-campus events where transportation is provided and alcohol is sold, provided or consumed by attendees prior to and/or at the event are prohibited. Events may not be held on any days other than Friday and Saturday, regardless of the University holiday calendar (i.e. the Sunday prior to the Labor Day holiday). Sponsoring prohibited off-campus events shall result in referral to the Office of Student Conduct & Community Responsibility (OSCCR).

**B.** The following responsibilities apply to all off-campus events where transportation is provided by bus and/or limousine where alcohol is sold, provided or consumed by attendees prior to and/or at the event:

1. Sponsoring organizations must submit a completed Off Campus Event with Provided Transportation Form to Student Leadership & Development at least 15 business days before the requested event. The event is tentative until Student Leadership & Development sends approval back to the organization;
2. Alcohol and other drugs are not permitted during loading, unloading or transit;
3. Overnight off-campus events with alcohol are not permitted, regardless of the mode of transportation. Examples of such events are formals, camping trips, organization sponsored senior trips or member only events with Guests;
4. The sponsoring organization must follow the Transportation Loading Protocol published by Student Leadership & Development;
5. Transportation must be provided in the form of buses and/or limousines that are selected from the current University Risk Management approved list (published by Student Leadership & Development);
6. Buses and limousines must return to campus no later than 1 a.m.;

7. A 10:1 ratio of Event Monitors is required. Training is required for all individuals serving as Event Monitors prior to the event.

#### **IV. Off-Campus Events with Provided Transportation and No Alcohol**

**A.** Off-campus events with provided transportation and no alcohol may include, but are not limited to, retreats, sporting events, excursions in Los Angeles and service projects.

**B.** The following responsibilities apply to all off-campus events where transportation is provided by bus and/or limousine and alcohol is not sold, provided or consumed by attendees prior to and/or at the event:

1. Sponsoring organizations must submit a completed Off Campus Event with Provided Transportation Form to Student Leadership & Development at least 15 business days before the requested event. The event is tentative until Student Leadership & Development sends approval back to the organization;

2. Sponsoring organizations must follow the Transportation Loading Protocol published by Student Leadership & Development;

3. Buses and limousines used must be selected from the current University Risk Management approved list (published by Student Leadership & Development);

4. A 30:1 ratio of Event Monitors is required. Training is required for all individuals serving as Event Monitors prior to the event.