



Policy Title: Alcohol Policy at University Events
Category: Human Resources
Policy Number: 500
Sponsor: Director, Office of the President
Effective Date: July 20, 2005

INTRODUCTION AND PURPOSE. This document describes when alcoholic beverages may be used, possessed, or distributed at University official events on University property.

CANCELLATION. Previous policies on this topic are cancelled.

SCOPE AND APPLICABILITY. This policy applies to all staff and faculty.

POLICY STATEMENTS.

The unlawful possession, use, or distribution of alcoholic beverages on University property or as part of a University activity is prohibited.

The lawful possession, use, or distribution of alcoholic beverages on University property at University official events may be conducted only upon and in accordance with approval from the President/Chief Executive Office or designee as defined in this policy document.

Noncompliance with this policy document may result in disciplinary sanctions up to and including expulsion or termination of employment.

DEFINITIONS.

Approved alcoholic beverages. Only wine or beer.

Approved locations. Only the Cafeteria/4 Seasons Room, Faculty Lounge, Feet First Museum, Main Lobby, Picnic Grove, Rhoades Auditorium/Hall Entry, Scholl Lobby, Student Union, Garden Room, or Private Dining Room.

Approved times and duration. Not earlier than 4 p.m. and not later than Midnight. Normally, pre-dinner or reception service may not exceed one hour. If alcohol beverage service is approved beyond one hour, alcohol beverage service must end one hour prior to the conclusion of the event.

Approved University official events. Only receptions honoring individuals, special seminars, faculty events, university dinners or fundraising activities for University programs.

Designee. For purposes of this policy document, the President's designee, who is authorized to approve requests to possess, use, and distribute alcoholic beverages, is the Director of the Office of the President.

PROCEDURES.

1. An authorized representative from any University unit or affiliated organization seeking to obtain permission to possess, use, or distribute alcoholic beverages at a University official event shall complete a request in a timely manner to allow the President or designee to review the matter at least two weeks prior to the desired event. The Director of the Office of the President is authorized to develop a request form and require its use for this purpose.
2. The completed request (including recommendations from Student Affairs, if applicable) shall be forwarded to the cognizant Vice President or Dean for review and recommendation.
3. The cognizant Vice President or Dean shall review the request and may either deny the request or recommend approval of the request. When approval is recommended, the cognizant Vice President or Dean shall forward the request to the Director of the Office of the President.
4. The President or designee may approve the request only if the request:
 - a. designates an “event agent” to oversee compliance with this policy at the event;
 - b. is only for approved alcoholic beverages;
 - c. is for approved University official events;
 - d. is for approved times and duration;
 - e. is for approved locations (note: only the University unit, affiliated organization/entity or event agent may transport alcoholic beverages to and from the approved designated location and alcoholic beverages served in these areas may not be carried to other locations) and
 - f. describes the availability of food and non-alcoholic beverages at the event.
5. The President or designee may seek additional information and impose additional requirements designed to promote the safety of individuals and the academic and employment atmosphere at the University.
6. Deviations from these procedures may be granted by the President/Chief Executive Office or designee upon a showing of good cause.
7. The Office of the President will notify University Campus Security of all events/activities approved to serve alcoholic beverages.

REMINDER: Alcohol beverage requests for events planned by or for students must receive approval from the Director of Student Development.

POINTS OF CONTACT.

Director of the Office of the President 847-578-3238
Executive Assistant, Office of the President 847-578-3238