

PROCEDURE TITLE:	ALCOHOL - ON-CAMPUS EVENTS AND CONFERENCES
PROCEDURE NO.:	3.19:1
RELATED POLICY:	3.19REV
PAGE NO.:	1 OF 3
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/DIR. ECS
EFFECTIVE DATE:	07/15/16
NEXT REVIEW DATE:	07/2017
APPROVED BY:	PRESIDENT

## 1.0 RESPONSIBILITY

- 1.1 The Director of Event & Conference Services, or designee, is responsible to monitor the application of and compliance to these procedures for events and conferences scheduled and managed by ECS.
- 1.2 The Director of the Vern Riffe Center for the Arts (VRCFA) and the Athletic Director (for the Rhodes Athletic facilities and campus athletic events), will ensure the application of and compliance to these procedures for applicable events.
- 1.3 The University's exclusive food services vendor is responsible to maintain the required licenses and insurance for the sale and service of alcohol to patrons at University events and conferences. In the case of a change of the University's food service vendor, the transfer of such license will be made to the new vendor in accordance with the established vendor agreement.

## 2.0 AUTHORIZATION TO PURCHASE ALCOHOL

- 2.1 To secure approval for the purchase of alcohol at an on-campus event or conference (whether a University or non-University event), the sponsoring party must complete an [Alcohol Authorization Form](#) and submit it with the [Space Reservation Form](#), with all required signatures to the appropriate department director.
- 2.2 University funds may not be used to purchase alcoholic beverages.
- 2.3 Except as noted herein, all alcoholic beverages must be purchased from the University's food services vendor which is licensed and insured.

### 3.0 PERMISSION FOR SPONSORING PARTY TO PROVIDE ALCOHOL ON SUNDAYS

- 3.1 The University's food services vendor's alcohol license does not permit the sale of alcohol on Sundays. If the sponsoring party wishes to provide alcohol for an event on campus on Sundays, prior written approval must be granted by the Director of Event and Conference Services and the local manager of the University's food services vendor. If approval is received and if desired, the sponsoring party may request that the University's food service staff serve the provided alcohol to the event patrons.
- 3.2 Permission for the consumption of alcohol on campus at a Sunday event is granted on an exception basis only. The type of event, number and ages of expected attendees, and duration of the event will affect this decision.
- 3.3 In accordance with the liquor license, under no circumstance may any alcoholic beverage be permitted to leave the approved area of the event. Except for Sunday events, no alcoholic beverages may be brought into the event by an individual.
- 3.4 The sponsoring party (includes approved University sponsor) will be responsible to provide adequate supervision to ensure adherence to the University's alcohol procedures and for the actions and behaviors of those attending the event.
- 3.5 All student events in which alcohol is served must have an adequate number of adult chaperones that may include University faculty, and/or staff, as determined by the Director of Event & Conference Services or designee. The type of event, number and ages of expected attendees, and the duration of the event must be considered.
- 3.6 No one under the age of 21 is permitted to purchase, possess, serve, or consume any alcoholic beverage.

### 4.0 SECURITY

- 4.1 SSU's Department of Public Safety (DPS) must be informed of all events where alcohol is present. The number and types of officers (Security and/or Police) required at each event, if any, will be determined by the responsible department director, and/or the Director of ECS in consultation with the event organizer and the Director of DPS. The sponsoring organization will be separately billed for the security time and cost of materials.

- 4.2 All sale and use of alcoholic beverages on University property will be monitored by and subject to inspection by the Department of Public Safety, Director of ECS or designee, or the applicable University dean or sponsoring department director.
- 4.3 Intoxicated individuals will not be served nor permitted to possess alcoholic beverages and are subject to being ejected from the event and University property. This determination may be made by the liquor-license holder or the appropriate University representative.
- 5.0 VIOLATION OF POLICY OR PROCEDURES:
- 5.1 A student who violates the alcohol policy and/or related procedures addressing the consumption and/or sale of alcohol will be subject to the disciplinary provisions described by the [Student Code of Conduct](#).
- 5.2 An employee who violates the alcohol policy and/or related procedures addressing the consumption and/or sale of alcohol will be subject to the disciplinary provisions described by the applicable policy or collective bargaining agreement.
- 6.0 VIOLATION OF LAW OR DISRUPTION DUE TO CAMPUS

Any individual found to be illegally purchasing, selling, and/or consuming alcohol, is intoxicated, disruptive to others, or believed to pose a threat to him or herself or others while on University premises at University or non-University-sponsored events will be subject to the action(s) deemed necessary by the Department of Public Safety and/or local law enforcement agencies.

#### History

Effective: 07/11/14

Revised: 07/15/16; 05/26/16