Southern Connecticut State University
Alcohol Service and Sales Policy

Southern Connecticut State University recognizes our responsibility in establishing policies and setting guidelines that foster a safe and healthy environment. The University also recognizes that the misuse of alcohol represents a serious threat towards this endeavor and as such, sets out the following requirements for the sale or service of alcoholic beverages on University premises or at university events held in off-campus locations (as relevant).

SECTION 1. PREFACE

a. The Alcohol Service and Sales policy at Southern Connecticut State University (SCSU) is guided by resolution BR#84-46 regarding consumption of alcoholic beverages on the Connecticut State University (CSCU) campuses. The resolution states the following: “The sale of alcoholic beverages and possession and consumption of alcoholic beverages shall be permitted on the campuses of the Connecticut State University in accordance with State Laws and Regulations and within the conditions established by the authorities of each campus.”


SECTION 2. GENERAL

a. Alcohol Service on University Campuses: All alcohol service at campus events must be provided through University Dining services with prior written approvals secured. Dining Services is solely responsible for ensuring the proper service of alcohol at any on-campus event or activity.

b. Alcohol Service at Off-Campus University Sponsored Events: If alcohol is to be served at an off-campus University Sponsored Event, the individuals responsible for event planning must ensure that the sale and/or service of alcohol complies with this policy.

c. Sales and Service of Alcoholic Beverages
Alcoholic beverages may be served, sold, or consumed at a University Sponsored Events only under the following conditions:

- Service and sale of alcoholic beverages is covered by an appropriate liquor permit held by Dining Services’ or their approved vendor or caterer for on-campus events and contracted establishment for off-campus events.
- Alcoholic beverages are served as a complement to a planned program or event with a legitimate University business purpose.
- Alcoholic beverage service is accompanied by food service and non-alcoholic beverage alternatives in amounts sufficient for all attendees.
- No circumstance may alcohol be purchased with University Funds or Trustee organization fees.

Additional restrictions include:

- Public display and/or consumption of alcoholic beverages on university-controlled property is prohibited except as defined in this document.
- University employees may not host department meetings or gatherings on or off campus and supply their own alcohol.
- For on-campus events, all alcohol service must be arranged, purchased, and served by the Dining Services. External caterers may not provide alcohol on campus unless contracted through Dining Services.
- The Alcohol Policy applies to all individual students, staff and faculty, alumni, outside organizations and visitors.
d. **Persons under the legal drinking age:** All efforts should be made to ensure the legal and responsible use of alcohol. If guests under the age of 21 are invited, rigorous monitoring for underage drinking is expected. For some events, wrist bands or some other form of identification for those over the legal drinking age may be required.

**SECTION 4. FACULTY, STAFF AND/OR UNIVERSITY FUNCTIONS**

Staff or Departmental functions where alcoholic beverages may be consumed must be approved by the Vice President for Student Affairs. The “Alcohol Request for University Events” form must be completed and signed by the appropriate approving authority prior to the event. If Foundation funds are to be used to pay for alcohol, approval by the Vice President for Institutional Advancement is also required.

**SECTION 5. OUTSIDE ORGANIZATIONS**

Outside organizations or affiliates wishing to rent or use University facilities or property are subject to established policies and practices related to alcohol and food purchase and consumption. Scheduling and all necessary paperwork and approval forms must be done through the Office of Convergences, Events and Student Affairs Auxiliaries.

**SECTION 6: SOUTHERN CONNECTICUT STATE UNIVERSITY ALCOHOL REQUEST PROCEDURE**

a. If the requesting organization wishes to make alcoholic beverages available at an on or off campus event, the Alcohol Request for Events form must be completed and returned to the Office of Conferences, Events and Student Affairs Auxiliaries with the appropriate approvals (Adanti Student Center 325) once your reservation is confirmed.

b. All requests must be submitted at least two (2) weeks prior to the event.

c. After initial review by Conferences and Events, the request is forwarded to the Vice President for Student Affairs for final approval. Student organization requests must also be approved by the Office of Student Involvement and Leadership Development. Alcohol funded through the Foundation must also be approved by the Vice President for Institutional Advancement.

d. All alcohol on university property must be procured and served through arrangements with University Dining Services. University P-Cards may NOT be used for alcohol purchases. State dollars may not be used to pay for alcohol.

e. All sponsors of events that involve alcohol are responsible to see that state regulations governing such activities are strictly adhered to. Primarily, sponsors must make sure that anyone under the age of 21 does not have access to alcohol at such programs. Sponsors must also realize their responsibility to limit the amount of alcohol to be consumed by any one individual.

f. The university reserves the right to terminate alcohol service at any point during an event.
SOUTHERN CONNECTICUT STATE UNIVERSITY ALCOHOL REQUEST FOR EVENTS

Event Name: __________________________ Date of Event: __________________

Organization/Department Sponsoring Event: __________________________

Location of the Event: __________________________ Start Time: ______ End Time: ______

Brief description of event and describe who the audience is for the event: __________________________

Alcohol to be Provided: [ ] Beer [ ] Wine [ ] Liquor [ ] Other (please describe): __________

Name of Requestor: __________________________ Title: __________________

Person Responsible for Event: __________________________ Title: __________________

Primary Contact Phone #: __________________________ Email Address: __________________________
(This is the person responsible for being on-site throughout the event)

Will this event include persons under the legal drinking age) [ ] Yes [ ] No
(if yes, please refer to section 2, part d regarding serving when persons under the legal age are present)

Is this event open to the public: [ ] yes [ ] no____ Will alcohol be sold? [ ] yes [ ] no____

What food will provided? [ ] yes [ ] no____

My signature below signifies I have read SCSU’s Alcohol Service and Sales Policy and that the sale (if applicable) and consumption of alcoholic beverages will be in compliance with the Southern Connecticut State University Alcohol Policy.

Name of Requestor __________________________ Signature __________________________ Date __________

Name of Person Responsible __________________________ Signature __________________________ Date __________

University Approval (do not write below this line)

__________________________________________________________ ______________________
Office of Student Involvement and Leadership Development (for student groups only) Date

__________________________________________________________ ______________________
Office of Conferences and Events and Student Affairs Auxiliaries Date

__________________________________________________________ ______________________
Vice President for Institutional Advancement (foundation funded events only) Date

__________________________________________________________ ______________________
Vice President for Student Affairs Date

Rev 3/14/23