

Alcohol Services & Sales – Instructions

Please read the following Alcohol Services and Sales Policy carefully, then complete the request form located at the end of the document. Completed request forms should be submitted to hostevents@southernct.edu.

Please note that all on-campus alcohol service must be coordinated through University Dining Services. They can be reached at catering@southernct.edu.

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.
- b. The Alcohol Beverage Policy at SCSU is also guided by Public Act 06-112 of the Connecticut General Statutes, “An Act Concerning Underage Drinking in the State of Connecticut”. *Updated 7/2010 PA 10-110*. This law pertains to the States liquor control and alcohol regulations.

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