



Alcoholic Beverages Policy: Special Events

NAME: **Alcoholic Beverages Policy: Special Events**
ISSUING DEPARTMENT: **Vice President Finance & Administration**
ISSUED DATE: **September 25, 2018**
REVIEWED DATE: **November 05, 2019**
APPROVING AUTHORITY: **President**
DATE REVISED: **September 25, 2018**

PURPOSE

The purpose of this policy is to control the purchase of alcohol and to ensure that it is served only in carefully controlled circumstances to persons of legal drinking age in conjunction with academic, social, and community functions sponsored by the University.

The University is governed and abides by Pennsylvania Liquor Control Board regulations and Commonwealth laws regarding the purchase and serving of alcoholic beverages. Persons of legal drinking age should be given responsible choices concerning the consumption of alcohol in accordance with those regulations and Commonwealth laws.

SCOPE

This policy applies to the purchase of alcohol for University and non-University related events and the serving of any alcoholic beverage for consumption at University venues. The policy pertains to all University venues and property, including the main and Sayre campuses, except residences of University staff - who are required to reside on campus as a condition of their employment, and the President's residence.

FORMS

Request to Purchase/Serve Alcoholic Beverages for University Events
Food Purchase Approval & Justification (University functions only)

RESPONSIBILITY

Campus Police and the Vice President Finance & Administration

POLICY

In accordance with PASSHE Board of Governors Policy 2010-01-A, alcohol may not be purchased or reimbursement for purchases of alcohol made with University or Commonwealth funds, although "some universities have the necessity for the purchase of alcoholic "spirits" for use in educational activities, i.e., wine for use in cooking or hotel/food management type courses. The use of university funds from any source would be appropriate for the purchase of alcoholic "spirits" for these purposes". Although Mansfield University cannot use public funds to purchase alcohol except as noted above, non-public entities such as the Mansfield Foundation or contracted dining services may purchase alcohol for consumption at pre-approved University or third-party contracted functions held at University venues. In addition, third-party contractors are permitted to supply alcohol, per the guidelines below, for non-University related functions held at University venues. Mansfield University is committed to comply with all applicable law and Commonwealth and PASSHE policies, as well as the guidelines, standards and limits established under this policy.

PROCEDURE

University Functions

The function must have a clear purpose in keeping with the University's mission and must be normally held in conjunction with another campus event such as a play, concert, dinner, professional meeting, alumni gathering, reception, etc. No function that has the consumption of alcohol as its major purpose will be permitted. Departments or individuals wishing to provide alcohol to University events must make one delivery to Manser Dining Hall loading dock between the hours of 7:00 a.m. and 2:00 p.m., no earlier than 48 hours prior to the event and no later than four (4) hours prior to the start of the event. All items will be signed in, tagged, and secured for the event. Designated employees from the sponsoring department are responsible to verify the inventory of the remaining alcohol and ensure safe storage at the conclusion of the event.

Non-University Functions

Events which are scheduled, arranged, and contracted to occur in any University facility by an external group or individual or for a non-University purpose, may have alcoholic beverages served, provided the events occur at approved locations and the specified approval process has been completed five (5) days prior to the event (see approval guidelines below). Catering Services will provide staff for the control and serving of alcoholic beverages, charging appropriate labor rates.

Program contractors will accept responsibility and certify that the purchase and service will be in full compliance with the Mansfield University Alcoholic Beverages Policy for their respective events. Non-University program contractors must provide their own alcohol, as approved by the Director of Dining Services or his/her designee. All alcohol purchased by the Program Contractor but not served at the event will be returned to the contractor at the conclusion of the event.

Alcoholic beverages must be delivered to the University venue in a single delivery to Manser Dining Hall loading dock between the hours of 7:00 a.m. and 2:00 p.m., no earlier than 48 hours prior to the event and no later than four (4) hours prior to the start of the event. All alcohol and related beverage items will be signed in, tagged, and secured for the event. The Program Contractor is responsible verifying the inventory of the remaining alcohol and ensuring safe removal of any unused alcoholic beverages at the conclusion of the event. In addition, at any University sanctioned event at which alcohol is served, non-alcoholic beverages must be available and food must be served.

Guidelines for Serving Alcohol

Alcohol will be served only to those guests who are of legal drinking age; under no circumstances will alcohol be served to under-age or intoxicated guests. Catering staff or approved vendors that are licensed through the Pennsylvania Liquor Control Board (PLCB) are charged with ensuring compliance with this guideline and are expected to request proper photo ID; refuse alcoholic beverage service without proper photo ID; and/or refuse further alcohol service to a guest who in their judgment appears to be intoxicated.

Alcohol can be served over a four-hour span at each event and requires Presidential approval to extend beyond four hours. All alcohol at University approved events service will be served by Catering staff or approved vendors that are licensed through the Pennsylvania Liquor Control Board (PLCB) - self-serving of alcohol and service by unauthorized individuals is not permitted. Bottles of wine and liquor will not be left on dinner tables or otherwise made available for self-serving. Cash bars are strictly prohibited. No one may bring alcohol into an event in progress and alcohol may not be taken from any approved University event during the course of the event.

Mansfield University Catering will assist Contractors with respect to serving alcohol, which may include bar service, passed drinks or table service. Usage of tap and keg systems must be approved by the President. Systems must be operated by approved vendors that are licensed through the Pennsylvania Liquor Control Board (PLCB).

With the requisite approvals, alcohol may be served at:

- a. All University Dining Services Facilities
- b. Alumni/Development Facilities
- c. Other locations, only with the written approval of the President

Approval Process

All requests to serve alcoholic beverages under this policy must be made by completing a “Request to Purchase/Serve Alcoholic Beverages for University Functions” and submitting it to the Director of Dining Services at least five (5) working days prior to the event.

The form is to be completed in the following order for:

University Events

1. Signed by Event Coordinator
2. Signed by the Chief of Police
3. Signed by the Director of Dining Services or his/her designee a minimum of five (5) days prior to the event/function
4. Signed by Vice President for Finance and Administration
5. Final approval signature: President

The form is to be completed in the following order for:

Non-University Events

1. Signed by the Event Contractor
2. Signed by the Director of Dining Services
3. Signed by the Vice President for Finance and Administration
4. Final approval signature President

Records

Full documentation for all non-university events and justification as to the use of funds for the purchase of alcoholic beverages shall be maintained by the Office of the Vice President for Finance and Administration. The Director of Dining Services will be responsible for maintaining a Report of Alcoholic Beverages Served at University Functions, which will be distributed semi-annually to the President and Vice President for Finance and Administration, and annually to the Vice President for Student Affairs and Provost and Vice President for Academic Affairs.

DISTRIBUTION

This policy will be posted to the Policies and Procedures web page.