

## **General Guidelines for Beverage Alcohol Service**

All beverage alcohol service requests are subject to the approval of the Vice President for Business Affairs and Treasurer or designee and the Director of Risk Management.

In general, no beverage alcohol service will be approved for an event that has a start time before 5:00 p.m. on Monday through Friday.

If athletic team members are present:

- If the athletic team is to participate at the beginning of the event (e.g., during a reception), the team must leave before beverage alcohol service begins.
- If the athletic team is to participate after the event starts (e.g. during dinner, but a reception is scheduled at the start), beverage alcohol service may be available at the beginning of an event without the athletic team, but beverage alcohol service must cease upon arrival of the athletic team.
- Team members who are not athletes may participate in events during beverage alcohol service at the discretion of the coaching staff.

Special security will be placed on events that involve students or events that are carried out in locations where students often frequent. Except for certain special and unique university events with prior approval, no beverage alcohol service will be allowed in academic areas.

Events in the L.A. Pittenger Student Center are subject to the following guidelines:

- Approval of beverage alcohol service will be considered on a case-by-case basis with special scrutiny given when other student events are occurring in the building and during the academic semesters.
- Bars and other alcohol beverage service areas should be placed out of sight from passersby of the room where the beverage alcohol service is being provided.
- Patrons of events where beverage alcohol service is available must not take alcoholic beverages from the room or space that service is being provided.
- Beverage alcohol service, when approved, generally will be limited to: Terrace Dining, Forum Room, Room SC 310, Room SC 303, and Cardinal Hall – with bar setup in Cardinal Hall A only.

Exceptions to the above guidelines will only be granted for unique circumstances.