



**SUNY COLLEGE OF OPTOMETRY  
POLICY FOR SERVING ALCOHOL AT ON-CAMPUS COLLEGE EVENTS**

**I. Introduction:**

The use of alcohol at college or student sponsored events is governed by New York's Alcoholic Beverage Control Law, the College's rules and regulations (including but not limited to the Alcohol and Drug Policy contained in the Student Handbook), as well as federal and state law.

This policy permits the serving of alcohol at on-campus College sanctioned events, subject to the requirements set forth below. As an institution committed to training medical professionals and providing high quality health care, the College has a particular responsibility to recognize that alcohol misuse and dependency are serious public health issues. This policy is premised on the expectation that members of our community will exercise personal responsibility in decision-making regarding alcohol use, will drink responsibly, and will comport themselves in a manner appropriate for a College-related event.

All alcohol served on College property for a College sanctioned event must be purchased through a licensed caterer. Under no circumstances can an individual or organization independently purchase or supply alcohol for a College sanctioned event. Bring Your Own Bottle (BYOB) events are not permitted.

This policy does not apply to events held off campus.

**II. Definitions:**

A *College sanctioned event* is one that has been approved by the Office of Student Affairs (if a student sponsored event) or by the appropriate vice-president or the president's office, if a College-sponsored event.

A *Responsible Contact* is a student, faculty or staff member who is designated to assume the responsibility for a controlled and successful event. Responsible Contacts should introduce themselves to College security and serve as the point person for the event. Responsible Contacts may not drink alcohol at the event.

*Alcohol*, as used in this policy, shall mean beer, wine and/or hard cider.

An *On-campus event* is any event taking place on campus property.

**III. Overview of Policy**

Alcohol may only be served at events sanctioned by the College and approved via this policy.

In compliance with New York law, alcohol must be served in a controlled manner and not be freely accessible. Alcohol may not be served to anyone under the age of 21, or to anyone who is visibly intoxicated.

Alcohol must not leave the College event venue.

No hard liquor may be served on campus. Only beer, wine and hard cider are permitted. Kegs are not permitted at College events.

Alcohol may not be sold on campus. This includes the selling of items, such as tickets, that can be redeemed for alcohol.

Exceptions to this Policy may only be granted with approval of the College President.

#### **IV. Specific Requirements for Serving Alcohol at On-campus Events**

Events being held on-campus must be registered through the Office of Student Affairs, for student events, or the appropriate vice-president, or the college president, for College-sponsored events. If alcohol is served, beverages shall be limited to beer, wine and hard cider, and the event must meet the following requirements:

- a. Organizations wishing to serve beer, wine and hard cider must make their request at least 6 weeks in advance of the event. Requests must be submitted in writing to the appropriate office, as set forth above. The Special Event form attached to this policy must be completed and submitted for approval with the request. Requests received with less than 6 weeks' notice will be evaluated on a case-by-case basis.
- b. Food must be served in order for an event to proceed with alcohol. Substantial food must be served, meaning finger foods, salads, soups, sandwiches, etc. Pretzels, potato chips and similar snacks will not suffice.
- c. In addition to substantial food, non-alcoholic beverages such as water, juice or soft drinks, must be available in equal or greater proportions than the alcohol provided.
- d. It is the responsibility of the event sponsor to ensure compliance with the food and non-alcoholic beverage requirement.
- e. Alcohol may not be sold at the campus event, nor may any individual bring their own alcohol into the campus event for personal consumption or distribution.
- f. The College will retain a licensed caterer to provide alcohol at College-sanctioned events. The caterer will be responsible for securing the necessary permits from the State Liquor Authority.
- g. A bartender(s), provided by the College's caterer, is required for all approved events. The number of bartenders is determined by the size of the event. Generally speaking, one bartender can attend to up to 100 guests.
- h. Only one drink at a time may be dispensed per person (i.e., each person must obtain their own drink).

- i. Alcoholic beverages may be mentioned or implied in campus advertising of an event using conventional phrases such as “happy hour,” “beer and pizza,” “wine and cheese,” etc. However, alcohol may not be the primary focus of an event. Additionally, drinking games or any activities that encourage or contribute to the overindulgence or abuse of alcohol are prohibited.
- j. Student events must have a designated Responsible Contact. A Responsible Contact can be a student, faculty or staff member who is prepared to assume the responsibility for a controlled and successful event. Responsible Contacts should introduce themselves to College security and serve as the point person for the event. The Responsible Contact is expected to be in attendance for the duration of the event. One Responsible Contact should be designated for every 100 people in attendance. Responsible Contacts, with the assistance of College security, must be prepared to shut down an event if this policy is not being effectively implemented, or if other circumstances of concern arise.
- k. The College reserves the right, at any time, to limit the amount of alcohol served at any event.
- l. Alcohol served on campus must be consumed within the room or area in which the event is held. Taking open containers of alcohol to other rooms or areas, including but not limited to hallways, lounges, stairwells etc., is not permitted. At the end of the event, unopened containers of alcohol must be removed by the bartender(s). Any unconsumed alcohol in opened containers must be disposed of by the bartender(s).

## **V. Sanctions**

The organization that is sponsoring the event assumes the responsibility for compliance with all applicable laws, ordinances and College policies pertaining to the use or possession of alcohol. Sanctions for a violation may include, but are not limited to: loss of space reservation privileges, loss of College student group recognition, and/or fines for property damage.

Violation of this policy by students may also constitute misconduct as defined by the College’s Code of Conduct and may result in disciplinary action and penalties consistent with the Code. Violations by employees may result in disciplinary action.

## **VI. Small Event Exception**

This Policy shall not apply to small, invitation only, faculty and/or staff sponsored events.

## **VII. Modifications and Exceptions**

The College reserves the right to modify this policy at any time. Exceptions to the policy may only be granted by the President of the College.

**Special Event Form for Serving Alcohol at an On-Campus Event**

*This form must be completed and submitted for permission to serve alcohol at an on-campus event.*

Description of Event

Name of Event: \_\_\_\_\_

Sponsoring External Organization, College Department, etc.:  
\_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Time of Event: From \_\_\_\_\_ to \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Name(s) of Responsible Contact on duty during the event:

1) \_\_\_\_\_

2) \_\_\_\_\_

Caterer Information: \_\_\_\_\_  
Name Telephone

Caterer will obtain temporary permit allowing it to serve alcohol at event: Agreed: \_\_\_\_\_  
(Proof of permit must be provided to College prior to event)

Proof of Caterer Liquor Liability Insurance Provided: Yes: \_\_\_\_\_  
*(Should be accompanied by letter from Caterer's Insurance Broker describing the coverage and stating the policy limits. Coverage must NOT exclude service of alcohol outside of caterer's primary place of business)*

Individuals coordinating the event:

1) \_\_\_\_\_  
Name Email Cell Phone

2) \_\_\_\_\_  
Name Email Cell Phone

**For Office of \_\_\_\_\_ Use Only:**

Date Received: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
College Official

Comments:

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Please forward completed form to University Police and the appropriate College office.