

Policies and Procedures Handbook

Illinois Institute of Technology

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Subject: Serving of Alcohol

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As (a) the University has a growing undergraduate student body, a large majority of whom are under the age of 21, (b) the University desires to manage the risks and potential liability associated with alcohol, which can be especially acute on a college campus, and (c) as the University administration believes it is paramount to lead by example, so as to model safe and responsible behavior for its undergraduate students, the following rules are established for the serving of alcohol at any University event, gathering, function or the like (collectively, an “Event”) held on or in any University owned or leased property, except individual living quarters (collectively, a “Property”).

(For the avoidance of doubt, this policy does not apply to the retail sale of alcohol, which currently is allowed and may occur only in The Bog. The retail sale of alcohol is highly regulated, and the sale of alcohol is expressly prohibited outside any duly licensed locations, which, again, is currently only The Bog. This policy also does not apply to Events held at third-party venues, such as hotels, restaurants and banquet facilities.)

1. Alcohol may never be served to individuals under the age of 21 at any time. If individuals under the age of 21 will be present at an Event, then the Event must include a process for establishing the age of attendees and a system for identifying (e.g., color coded bracelets, tags, stickers or other identifying marks) those under the age of 21 which identification is readily visible to servers.
2. Alcohol is generally limited to only beer and wine. Expressed permission to serve any other type of alcohol must be received in advance from the Vice President for Finance and Administration. Such permission will be granted only in limited circumstances, when the nature and purpose of the Event, and associated facts and circumstances, justify the necessity for such service.
3. The only provision for the serving of alcohol on or in any Property is either through the University’s sanctioned food and beverage provider or a licensed, insured and authorized caterer approved in advance by the Vice President for Finance and Administration. The University’s sanctioned food and beverage provider (or an approved caterer) must provide, at the Event organizer’s expense, trained bartenders for any Event at which alcohol is to be served. Other individuals, including any University employee, are not permitted to serve alcohol at an Event on or in a Property.
4. Requests to serve alcohol on or in any Property must be approved by the dean or administrative officer who exercises authority over the group requesting alcohol service. When students are invited and/or present, the Dean of Students must also review and approve the request. The request will be sent to the Vice President for Finance and Administration for final approval and then filed with the Office of Event Services. Any group desiring to serve alcohol at an Event shall process a Request to Serve Alcoholic Beverages Services Request Form (the “Form”) and receive all of the necessary approvals

before advertising the Event or contracting with the University's sanctioned food and beverage provider (or an approved caterer). The Form, which will be furnished with the catering menu quotation sent by the University's sanctioned food and beverage provider, is otherwise available from the Campus Reservations Office, the Office of Student Affairs, Office of Event Services and the Downtown Campus' Office of Administration and Finance.

5. Absent prior permission from the Vice President for Finance and Administration -- which permission will be granted only in limited circumstances, when the nature and purpose of the Event, and associated facts and circumstances, justify the necessity for such service -- all Events at which alcohol will be served must adhere to the following restrictions:

- (A) No alcohol is to be served before 4:00 p.m.;
- (B) As noted in Paragraph 3 above, alcohol must be served by a trained bartender, meaning that guests at an Event cannot be allowed to serve themselves;
- (C) Alcohol must be dispensed in a designated, closed-off area where under-aged access can be monitored and restricted; and
- (D) Alcohol may not be served in an academic classroom or auditorium.

6. It is the responsibility of the group hosting an Event (i.e., the group who registered with the Office of Event Services as hosting the event on the Mies Campus and the Office of Finance and Administration on the Downtown Campus) at which alcohol is served, to designate one or more specific individuals associated with that group to make certain that (a) no alcohol is served to anyone under 21 years of age; (b) no one becomes unruly or intoxicated; (c) the beverage server(s) at the Event are (i) advised that individuals under the age of 21 are at the Event, (ii) made aware of the system established per Paragraph 1 for identifying those attendees under the age of 21 and (iii) informed that they must ensure that each person served alcohol is 21 or older by asking for appropriate identification if the person looks younger than 30 or the server has any doubt; (d) a sign is posted in view of those attending that alcohol will not be served to anyone under the age of 21; and (e) any serious behavior problems, disturbances or property damage which may occur shall be reported immediately to the Public Safety Department and then called promptly to the attention of the appropriate dean or administrative officer and/or the Office of General Counsel.