

# Western New England University

## Office of Student Activities and Leadership Development

### **A- Z Alcohol Guidelines for Event Sponsor**

#### **Alcohol Request Forms**

Requests to serve alcohol at a University sponsored social function must be received via Google form or hard copy to the Office of Student Activities and Leadership at least **one month** in advance of the planned event. Event Sponsors planning to utilize space on campus should reserve their facility through the ESS system or with Campus Events. The Associate Dean of Students will approve or deny each request separately. This action will be conveyed in writing to the sponsoring individual or organization with a specific quantity of alcohol approved and guidelines for the host. It is expected that the on-campus host/sponsor will be on site throughout the entire event and will oversee the distribution of alcohol. In the situation of an undergraduate event, the advisor is expected to be on site. **These guidelines pertain to any group using the University's facilities for a social function, as well as to any University sponsored events that are held off-campus. These guidelines are not applicable to a registered social event in an individual resident's room, apartment or townhouse. See the Student Code of Conduct for guidelines pertaining to registered social events.**

#### **When An On-Campus Alcohol Request Form IS Required:**

- An Alcohol Request Form is required for any University sponsored on-campus event where alcohol is being served and/or sold (i.e. Senior countdown party, large scale residential programs, reception prior to a formal dinner, wine and cheese celebration.).
- An Alcohol Request Form is required for any University sponsored off-campus event where alcohol is being served, or sold (i.e. formal dinners, reception at an alumni volunteer's home, reception at a law firm). This is a necessary step regardless of who is paying for the alcohol.
- An Alcohol Request Form is required for the purchase of any alcohol for the express purpose of serving or selling at a University sponsored event.
- An Alcohol Request Form is required if reimbursement for the purchase of alcohol is requested from Procurement.

#### **When An Alcohol Request Form IS NOT Required:**

- An Alcohol Request Form is not required if alcoholic beverages are purchased with a meal at an establishment that is licensed to serve and sell alcohol (i.e. a dinner with a donor/speaker at a restaurant, all participants must be of legal age).

- An Alcohol Request Form is not required if alcoholic beverages are consumed by of legal age participants, during a non-sponsored University gathering at an establishment that is licensed to serve and sell alcohol (i.e. if a group of alumni/officers gather at a restaurant to discuss plans for an event). These are considered a third party vendor.

## **Alcohol Distributors**

After an Alcohol Request Form has been approved, the Event Sponsor will consult with the ARAMARK Catering Manager to make arrangements for the bartender service at the event. ARAMARK will provide TIPS trained servers for the events and are solely responsible for the purchase, service and storage of the alcohol. ARAMARK personnel will also obtain the one day city liquor license if there is a cash bar. \* Please be advised that it is unlawful in the Commonwealth to transport large quantities of alcohol in a personal vehicle.

**\*General Laws of Massachusetts** ( chapter 138: Section 22. Transportation of alcoholic beverages; permits; fees; railroads or vessels; trucking businesses; production of permit upon demand)

**Section 22.** *Any person may, but only for his own use and that of his family and guests, transport alcoholic beverages or alcohol, without any license or permit but not exceeding in amount, any one time, twenty gallons of malt beverages, three gallons of any other alcoholic beverage, or one gallon, or their measured equivalent; provided, that any person may, without any license or permit, transport from his place of residence to a new place of residence established by him alcoholic beverages manufactured by him for his own private use.*

*....Whoever knowingly transports within the commonwealth any alcoholic beverages or alcohol except as authorized by this section shall be punished by a fine of not more than two thousand five hundred dollars or by imprisonment for not more than six months, or both.*

## **Reimbursement for Purchase of Alcohol**

- **Check Request Form:** To be used when seeking reimbursement for alcohol served at an off campus establishment in which the University sponsor has hosted a sanctioned social. A copy of the approved Alcohol Request Form must accompany and invoice, or expense for that is sent to Procurement for payment or reimbursement of expenses.
- **Procurement Card: Alcohol may not be purchased with a Western New England University Procurement Card.**

## **Public Safety**

A Campus Police Officer will need to be on site for events with an anticipated attendance of more than 100. An Officer is on site to ensure that the guidelines set forth for the event are in place. The Event Sponsor is expected to have proper protocols in place to check for

valid identification and proof of age and the distribution of alcohol. At no time is it expected that an Officer would assume this responsibility. The sponsor will be charged for the Officer's overtime. An Officer is requested through Public Safety, working directly with Lieutenant Purcell. This will be confirmed through ESS and the Alcohol Request form. City or Town police officers are required for events held off campus for such events as the Senior Formal and Barristers' Ball. This expectation is often part of the contractual agreement with the venue and the University.

## **Serving Alcohol and Obtaining a Liquor License**

If Alcohol is to be sold at an approved University sponsored event, a *Temporary Massachusetts Liquor License* will need to be obtained from the City of Springfield and will be obtained by ARAMARK personnel. The Event Sponsor will not be able to sell alcohol without the city license on display at the event so please plan accordingly to ensure there is time to obtain the necessary city license.

Alcohol should always be portioned appropriately. The University has approved several options for serving alcohol on campus and supports the services of ARAMARK. Once the proper authorization has been obtained, the Event Sponsor may choose from the following:

- **Bartender Service**

- **ARAMARK Food Service** Ext. 1228

- Ask Aramark about set up and break down of bar
    - ARAMARK will purchase alcohol, remove unused alcohol, or store unopened alcohol
    - Aramark will serve alcohol at dinner tables
    - **Aramark is our sole food service on campus. Substantial food** must be ordered through ARAMARK and served at an event when alcohol is being served. No other catered food may be brought to campus for an event unless a food waiver is obtained
    - Any bar service on campus will have the expectation that the server will serve in single serve containers and there will be a 1 to 1 service, that is to say, each patron will be served their own drink.
    - The bartender may ask for proper form of I.D. at any time
    - The bartender may refuse service if the patron appears to be intoxicated
    - NO glass bottles are permitted at an event. Contents will be poured into a single serve container.
    - The Event Sponsor is responsible for assuring that only of age patrons are allowed in the bar area. Underage patrons must be easily identified at the event
    - A separate section for 'of age' patrons only for the bar set up is the preferred set up

- At no time can the bar be unattended to permit a ‘self-serve’ option or free access to pre-poured alcohol
- **Alcohol On Tables:** If a full meal is being served, ARAMARK personnel can place wine on the meal tables. A Request to Serve Alcohol form needs to be filled out and approved and a limit of alcoholic beverages is indicated on the approved request form.

### **Storing Alcohol**

The University has limited storage on campus, therefore all unused product will be taken and stored by ARAMARK. Unused alcohol may not be taken back to an on campus residence area or off campus residence. Unused alcohol may not be consumed on the premises during or after clean up of the event. Unused alcohol may not be stored in office closets or storage areas other than in the ARAMARK storage area. ARAMARK personnel will remove all unused product at the end of the event. No one else may leave with alcohol.

### **Questions**

If a situation arises that is not addressed by these guidelines, Please do not hesitate to contact Maureen Keizer for further clarification or assistance.

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