

5.01-3 Guidelines Concerning University Events Where Alcoholic Beverages are Served or Provided §

Reference: Memorandum from President Jere W. Morehead, dated October 4, 2016:

Guidelines to be Followed by University Units Sponsoring Events Where Alcoholic Beverages are Served or Provided

1. **Check Identification.** Alcoholic beverages must not be provided or served to persons below the legal drinking age. Therefore, the sponsoring University unit or University official, agent, or employee must check for proper identification before serving any alcoholic beverage and must reject any questionable forms of identification.
2. **Refuse to Serve Intoxicated Guests.** If a participant or guest appears intoxicated, the sponsoring University unit or University official, agent, or employee must not serve any additional alcohol to that person. Furthermore, a reasonable effort should be made to arrange a safe trip home.
3. **Provide Non-Alcoholic Beverages.** The sponsoring University unit or University official, agents, or employee should provide plenty of non-alcoholic beverages so as to avoid the problem of “forcing” guests to drink alcoholic beverages because there is nothing else to drink. There needs to be parity between the quantity and variety of non- alcoholic beverages.
4. **Serve Food.** When alcohol is served or provided at a lunch, dinner, or reception, there needs to be plenty of food available.
5. **Do Not Permit Self-Service of Alcoholic Beverages.** The sponsoring University unit or University official, agent, or employee should use staff members or hired bartenders to serve alcoholic beverages in order to limit the size and number of drinks being served and to spot those who may be intoxicated. Where the function involves a sit-down meal at which alcohol is served, waiters and waitresses should be instructed to ask before automatically refilling wine or liquor glasses.
6. **Restrict Alcoholic Beverages to a Controlled Area.** The sponsoring University unit or University official, agent, or employee must take adequate steps to ensure that alcoholic beverages are not allowed outside the predetermined boundaries for the event. All alcoholic beverages should be consumed or disposed of by all guests or participants before they leave the premises.
7. **Limit or Eliminate References to Alcoholic Beverages in Advertisements.** Advertisements or invitations to University events where alcoholic beverages are being served should emphasize the nature of the event, and not the alcoholic beverages. Keep references to the type and quantity of alcoholic beverages to be served out of promotional materials.

Strict adherence to these guidelines is critical to maintaining a safe environment for University faculty, staff, students, and guests. Questions concerning these guidelines should be addressed to the Office of Legal Affairs.