



## **STUDENT HANDBOOK 2014-15**

### **POLICY FOR ALCOHOL AT UNIVERSITY EVENTS** **(where students may be present)**

Notre Dame de Namur University permits the possession and consumption of alcoholic beverages according to state law and only by people 21 years of age or older. Students should consult the Student Conduct Code for more information about prohibited behavior concerning alcohol. Alcohol may not be served at student-sponsored events on or off campus. Publicity for events should not mention alcohol, whether graphically or in words.

Alcoholic beverages may not be sold, distributed or consumed during intercollegiate athletics and intramural sports sponsored on campus or in a leased facility used by the University for hosting athletic events. Violators may lose the privilege of participating in or attending athletics events, and may be subject to disciplinary action. Athletes traveling for the purpose of competition are expected to abide by all University, state and local regulations.

Alcohol may be served at institution sponsored events on campus under the following guidelines:

- ◆ The event is not a student-sponsored event
- ◆ The focus of the event is not on the serving or consumption of alcohol.
- ◆ A University faculty or staff member must be in attendance at all times.
- ◆ No alcoholic beverage shall be provided to anyone under the age of 21, nor to any person showing signs of intoxication. Student IDs must be presented to insure compliance.
- ◆ Whenever alcoholic beverages will be present at an on campus event, non-alcoholic beverages and food must be provided. The sponsoring organization or caterer must provide at least 2 liters of non-alcoholic beverages for every 10 persons. Food, preferably non-salty snacks, must be available during the entire time that alcohol is available.
- ◆ The sponsoring organization/individual is responsible for the conduct of attendees. The sponsoring organization may be held financially responsible for any damage to the premises and/or damage to personal property and/or personal injury to any party(ies), and/or cleaning costs, if supervision is not adequate.
- ◆ If the sponsoring organization/individual chooses to use a caterer typically Bon Appétit Management Company is to be used for on campus events. The sponsoring organization is responsible for all costs incurred for the caterer. The sale of alcohol either directly or indirectly without an alcohol license is not permitted.
- ◆ If the sponsoring organization does not have Bon Appétit cater the event, a permit should be obtained from the Public Safety Office using the form which can be found below prior to the event.

Any further questions may be directed to the Dean of Students.



### ALCOHOL PERMIT

#### For University Events Which Are Not Catered by Bon Appétit Management Company Where Students May Be Present

This permit allows for alcohol to be served (but not sold) at a university event. The permit shall be issued by the Public Safety Office, which shall store the original permit and issue a photocopy upon request to the permit applicant upon the signed approval by the Director of Public Safety.

I, \_\_\_\_\_, am a staff / faculty member in the \_\_\_\_\_, and  
 (print name) (circle one) (name of Dept. or School)  
 have read and will abide by the Alcohol at University Events Guidelines for the event described below:

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

Event Name / Purpose of Event :		Event Date:	
Event Location:		Event Start / End Times:	
Students Invited?: Est. # Students:	Yes / No	Estimated Total Attendance:	
Will there be at least 2 litres of non-alcoholic beverages per 10 people:	Yes / No	Will food be available while alcohol is being served?	Yes / No
Is there a mechanism in place to ensure only people 21 and older consume alcohol?	Yes / No Please describe:		

Name of Permittee's Supervisor	
Signature of Permittee's Supervisor	
Date	

Signature of Director of Public Safety	
Date	