

Auburn Montgomery

Title: Alcohol Policy
Responsible Office: Vice Chancellor for Financial Affairs

I. PURPOSE

To establish a policy that provides guidelines for serving alcohol at University functions.

II. POLICY

Any individual or organization planning to serve alcohol at a University event must receive approval.

III. EFFECTIVE DATE

February 1, 2007

REVISED DATE

May 1, 2007

IV. APPLICABILITY

This policy applies to all University departments and external groups who rent facilities from or use facilities at Auburn Montgomery.

V. RESPONSIBILITY

Responsibility for the implementation and administration of this policy rests with the Vice Chancellor for Financial Affairs.

VI. DEFINITIONS

Alcohol - The term alcohol is restricted to beer, wine, or wine products.

Events - A scheduled time when faculty, staff, students, or visitors gather on campus to attend a conference, meeting, lecture, concert, etc. conducted in a University building or on University grounds.

VII. PROCEDURES

1. Preferably, any individual or organization planning to serve alcohol at a University function should arrange to have that function at a site away from campus.
2. All notifications of intent to serve alcohol at a University function must be submitted to the Vice Chancellor for Financial Affairs at least two weeks prior to the time of the function. A notification form is attached to this policy as Attachment A.
3. One person must be designated as the official host. The host is solely responsible for the enforcement of these guidelines at the event.
4. All local, state, and federal laws governing the use of alcohol must be enforced.
5. Food and non-alcoholic beverages must be available in quantities sufficient to serve all attendees at the function.
6. If the function is a reception, a professional bartender must serve the alcoholic beverage. If the event is a sit-down meal, a waiter or waitress (of legal age) will serve the alcoholic beverage at the table. Under no circumstance will an individual be allowed to serve himself or herself.
7. All alcoholic beverages must be purchased from personal or private funds. They may not be purchased at the event, by charging at the door, or from state appropriations.
8. At the end of the event, all alcoholic beverages must be removed from campus.

VIII. CHARGES

Expenses for the purchase of alcoholic beverages must be made from personal or private funds.

IX. EXCLUSIONS

The consumption of alcohol is a personal choice that is to be accompanied by responsible behavior. The serving of alcohol at University functions is a privilege, not a right. The University affirms its responsibility to deny this privilege in an individual instance, even entirely to revoke it, when doing so is in the University's best interests.

X. INTERPRETATION

Any questions arising concerning this policy will be interpreted by the Vice Chancellor for Financial Affairs.

APPROVAL TO PROCEED: _____ DATE: _____

NOTICE OF INTENT TO SERVE ALCOHOL AT A UNIVERSITY FUNCTION

Date _____

Date Function to Be Held _____

Organization Sponsoring Function _____

Location of Function _____

Times: Beginning at _____; Ending at _____

Estimated Number of Attendees _____

I have read the guidelines for serving alcohol at a University function, and I agree to abide by them.

Designated Host Signature

Date

Vice Chancellor for Financial Affairs

Date Notification Received

Signature for VC for Financial Affairs