

FAYETTEVILLE STATE UNIVERSITY

ALCOHOLIC BEVERAGES AT UNIVERSITY SPONSORED EVENTS

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	General University Policies
Applies to:	●Faculty ●Staff
History:	Approved, March 6, 2007 First issued, March 8, 2007
Related Policies:	The <i>Code</i> of the University of North Carolina
Contact for Info:	General Counsel (910) 672-1141

I. Introduction

The **sale** of alcoholic beverages at Fayetteville State University is strictly prohibited. "Sale" means any transfer, trade, exchange, or barter, in any manner or by any means, for consideration, including, but not limited to, required fees or the purchase of tickets for admission to an event at which alcoholic beverages will be served. The **servicing** of alcohol at a university sponsored fundraising event at which there is a fee charged to attend the event **shall not** be construed as a sale provided there is no separate charge for the alcohol that is served and a liquor license is issued for the service of alcohol at the event by the ABC Commission.

The serving of alcohol at university sponsored events must conform to the laws of the State of North Carolina, the City of Fayetteville, and this policy. State funds may not be used for the purchase of alcoholic beverages.

II. Prohibitions against the Serving of Alcohol at Fayetteville State University

A. **Events at which Individuals under 21 will be in Attendance**

1. It is a violation of North Carolina law to serve alcohol to anyone under 21 years of age. University administrative units planning events that are likely to be attended by individuals under 21 are **strongly discouraged** from serving any alcohol to anyone at such events. If the unit plans to serve alcohol at an event that will be attended by guests under the age of 21, the unit must submit, as part of the approval process, an explanation of the method by which it will determine which guests are over 21 and how it will assure that guests under 21 are not served alcohol.
2. In addition to the above requirements, if students or others under age 21 will be attending the event, the university administrative unit hosting the

event must take precautions to be sure that no one under 21 is served alcohol. Such precautions might include:

- a. a sign on the bar that says "21 and Over Only" or "No Students" and an instruction to the bartender to ask for proof of age;
 - b. color-coded name tags or place cards for guests under 21 and instructions to the bartender and/or waiters as to the significance of the color-coding; and
 - c. instructions to bartenders, waiters, and unit employees in charge of the event to be alert to the possibility that guests who may be 21 or older may attempt to obtain alcohol for guests under 21.
3. It is the unit's responsibility to be certain that individuals under the age of 21 are not served or provided any alcohol.
- B. Except for university holidays, no alcohol may be served at any campus location (with the exception of those campus facilities authorized to serve alcohol) on a weekday until after 5:00 p.m.

III. Designated Areas where Alcohol may be Served

Alcohol may be served at university-sponsored events, approved by the Chancellor or Chancellor's designee, that are held at one of the following locations: the Seabrook Performing Arts Center, the Chancellor's Box in the Health and Physical Education Complex, Capel Arena, the Chancellor's Dining Room in the Rudolph Jones Student Center, and the Rosenthal Art Gallery.

IV. Obtaining Permission to Serve Alcohol

- A Prior to seeking permission to serve alcohol at a university-sponsored event from the Chancellor or the Chancellor's designee, permission to use one of the above-mentioned areas must be obtained from the person responsible for reserving that particular area.
- B. A request to serve alcohol at a university sponsored event shall be as follows:
1. The sponsoring unit head shall submit to the Office of Legal Affairs a *Request for Approval to Serve Alcoholic Beverages*, on behalf of the sponsoring unit, at least thirty (30) days prior to the event. In its request, the sponsoring unit head shall agree to be responsible for ensuring compliance with this policy and all pertinent state and local laws governing possession and consumption.
 2. If the request to serve alcohol is approved by the Chancellor or the Chancellor's designee, the sponsoring unit head shall designate an individual ("sponsor") who is at least 21 years of age and employed at the university to assume responsibility on behalf of the unit for direct supervision of the serving and consumption of alcoholic beverages throughout the event.

C. **ABC Permit**

1. No ABC permit is required where the event is a university event held on campus and malt beverages (beer) or unfortified wine is served and for which there is no fee charged to attend.
2. An ABC permit is required for a university sponsored fundraising event at which there is a fee charged to attend.

V. **Supervision of the Event**

Where proper permission has been obtained, the following requirements must be met at all events where alcohol is served:

- A. Access to the event shall be limited to invitees and controlled throughout the event by the sponsor. The event may not be open to the public. For outdoor events, special steps must be taken (for example, tents with sides or other significant barriers) to control access and delineate the area for the event.
- B. Alcohol may not be served unless non-alcoholic beverages (in addition to water) and food also are served. Food and non-alcoholic beverages must be available without cost if alcohol can be consumed at no cost.
- C. The sponsoring group will be responsible for setting a beginning and ending time for all activities where alcohol is served.
- D. Service of alcohol must be discontinued for 30 minutes prior to the anticipated end of the event or function.
- E. Intoxicated persons shall not be served or permitted to consume alcoholic beverages on the premises.
- F. The university reserves the right to require additional precautions as needed.
- G. The university's Police and Public Safety department shall be notified in writing at least two (2) weeks prior to such an event. The sponsoring organization must arrange to have at least one (1) uniformed campus police officer present during the event.

FAYETTEVILLE STATE UNIVERSITY
Request for Approval to Serve Alcoholic Beverages

Sponsoring Unit _____ Sponsor _____

Event Information

Date of event _____ Estimated attendance _____

Beginning time _____ a.m. _____ p.m. Ending time _____ a.m. _____ p.m.

Location _____

Has permission to use the facility been granted? Yes _____ No _____

Type of event _____

Times that alcoholic beverages will be served during the event (may not exceed two hours).

Beginning time _____ a.m. _____ p.m. Ending time: _____ a.m. _____ p.m.

Attendees

Will any person under age 21 be solicited or invited to attend? Yes _____ No _____

If the answer is yes, describe the precautions that will be taken to ensure that persons under 21 years of age are not served alcoholic beverages (e.g., "IDs will be checked for anyone whose age is in question.") _____

Are attendees being charged anything to attend this event? Yes _____ No _____

Are attendees required to make a donation in order to attend this event? Yes _____ No _____

*If the answer is yes to either one of the above questions, please note that the **servicing** of alcohol at a university sponsored fundraising event, at which there is a fee charged to attend the event **shall not** be construed as a sale provided there is no separate charge for the alcohol that is served and an appropriate permit has been obtained from the ABC Board.*

Funding

What is the source of funds for the purchase of alcoholic beverages? _____

State funds may not be used for the purchase of alcoholic beverages. Discretionary funds may be used or the alcohol may be donated.)

Food and Beverage

What alternate nonalcoholic beverages **and** food will be offered at the event? _____

What type of alcoholic beverages will be served? Check all that apply.

Beer _____ Wine (Fortified) _____ Wine (Unfortified) _____

Terms and Conditions of Approval

In consideration of approval to hold the event at the requested location and to serve alcoholic beverages I agree on behalf of the Sponsor to the following terms and conditions:

1. I have read FSU's *policy on the Alcoholic Beverages at University Sponsored Events* and certify that this request is in accordance with the policy. I further certify that the serving of alcoholic beverages at this event will be conducted as described in this *Request For Approval*, and in compliance with state and local law.
2. The approval of this application and agreement is expressly conditioned upon the Sponsor's full compliance with university policies, state and local laws and obtaining the necessary ABC permits (if applicable), and submission of a copy of the permit to the Office of Legal Affairs at least ten (10) business days prior to the event.
3. Failure to comply with these conditions will automatically void the approval.

Signature _____ Date _____

Title _____

For Legal Office Use Only

Reviewed by _____ Name	_____ Signature
Date Reviewed _____	Permit Required: Yes _____ No _____
Comments _____	

For Chancellor or Chancellor's Designee Use Only

Approved: Yes _____ No _____	
Signature _____	Date _____