1. If the requesting organization wishes to make alcoholic beverages available at an on-campus event, the Alcohol Policy Addendum form must be completed and returned to the event manager once your reservation is confirmed.

A. Sale of alcoholic beverages on University premises is prohibited.

B. The Alcohol Policy Addendum should be forwarded to the designated event manager. After their review, the form is forwarded to the Vice President for Student Affairs.

1. When the event is sponsored by a University student organization, the groups advisor must coordinate with the University Food Service provider to arrange for alcohol and bartending services.

2. When the event is sponsored by an Administrative or Faculty Department, alcohol and bartending services must be coordinated through Institutional Advancement. (University monies may NOT be used to pay for alcohol). Payment must be made through an Institutional Advancement Account.

3. When the event is sponsored by a Non-University organization it is required to contract with the University Food Services for alcohol and bartending services.

2. All requests must be submitted and forwarded to the Vice President for Student Affairs at least four (4) weeks prior to the event.

3. The Vice President for Student Affairs, in consultation with the President, will evaluate the request and inform the event manager of the decision who will then contact the sponsoring group.
SOUTHERN CONNECTICUT STATE UNIVERSITY
ALCOHOL POLICY ADDENDUM FOR ON-CAMPUS EVENTS

Name of Sponsoring Group ________________________________

Name of Presenter __________________________ Position __________________

Local Address ___________________________________________

Local Telephone ________________________________

Name of Adviser (for student groups) ________________________________

Local Address ___________________________________________

Type of Event ___________________________________________

Date of Event __________________________ Time of Event __________________________

Location of Event ___________________________________________

Anticipated Attendance at Event __________________________

Will this event be an Open Event (includes persons under the legal drinking age) __________

Manner in which alcoholic beverages will be made available, identification will be checked, and consumption will be monitored.

______________________________________________________________________________

______________________________________________________________________________

Type and quantity of food to be served

______________________________________________________________________________

Type of alcoholic beverages to be served

______________________________________________________________________________

I (we) the undersigned, understand State law and the aforementioned University regulations pertaining to the sale, consumption and possession of alcoholic beverages and accept full responsibility for the actions of those in attendance. Further, it is understood that I (we) assume all legal responsibility and personal liability for failure to comply with applicable State Law and these University regulations. I (we) agree all arrangements for any alcoholic beverages will be done so through the University dining services.

______________________________________________________________________________

Signature of Presenter Date

______________________________________________________________________________

Signature of Faculty Advisor (when applicable) Date

______________________________________________________________________________

Signature of Vice President for Student Affairs Date

Updated as of 10/2019