

**SOUTHERN CONNECTICUT STATE UNIVERSITY
ALCOHOL POLICY PROCEDURE**

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.

