



**Office of the President
University Policy**

SUBJECT: ALCOHOLIC BEVERAGES	Effective Date: 5-20-08	Policy Number: 1.2	
	Supersedes: Presidential Memorandum #19	Page 1	Of 9
	Responsible Authorities: Vice President for Student Affairs Vice President for Financial Affairs		

APPLICABILITY

This policy is applicable to all members of the university community, including all students, faculty, staff and all visitors, contractors and guests to the university or any of its campuses, facilities or events. Individual university campuses, facilities or organizations may establish more specific procedures consistent with the guidelines of this policy.

POLICY

I. Introduction. As an institution of higher education, Florida Atlantic University is committed to providing a campus environment free of the abuse and illegal use of alcohol. Alcohol will only be permitted in settings that do not inhibit the full participation of those who chose not to drink alcohol and that comply with all federal, state, municipal and county laws and ordinances, all university regulations and policies, including this alcoholic beverages policy, and all health and safety regulations.

II. General Policy Statement. The unlawful possession, use or abuse of alcohol is strictly prohibited in and on all property owned, leased or controlled (temporarily or permanently) by the university or at any university event. No university employee or student is to report to work, to attend class or to participate in a university activity while impaired by the use of alcohol. The university has a strict no-tolerance policy towards underage drinking and driving while intoxicated or under the influence of alcohol. The university condemns any act related to the consumption of alcohol that impairs, interferes, or endangers the safety or enjoyment of others, including the individual who chooses to consume the alcohol.

III. General Guidelines. The sale, use, possession or service of alcoholic beverages on any university campus or facility and at all university events are governed by the following guidelines:

- A. Any sale, use, possession or service of alcoholic beverages on university campuses or facilities and at university events must adhere to all applicable alcoholic beverage laws and ordinances and all university regulations and policies, specifically including this alcoholic beverages policy.
- B. Alcoholic beverages may only be possessed by, served by, served to and consumed by persons who are of legal drinking age (minimum of 21 years of age). Proof of age, as determined by a State of Florida driver's license, State of Florida identification card, valid passport or other official identification that includes a photograph of the individual, is required. Use of fraudulent or false identification at a university event will result in removal of the individual from the event, notification to the proper authorities and/or other appropriate disciplinary and legal action.
- C. All university events that include the sale, service or consumption of alcohol on university property must be pre-approved and registered pursuant to the procedures set forth in this alcoholic beverages policy.
- D. The sale of alcoholic beverages to individuals of legal age on the Boca Raton and MacArthur campuses may be permitted only by the university's licensed on-campus food service distributor. The sale of alcoholic beverages to individuals of legal age on other university campuses and facilities may be permitted for catered functions only by properly authorized licensees. The sale of alcoholic beverages includes a charge for admission via donation or otherwise or the exchange of anything else of value. The service or consumption of alcoholic beverages free of charge and without a licensed distributor may only occur at non-student events with no more than fifteen (15) persons of legal age in attendance and subject to any applicable university on-campus food service distributor agreements.
- E. Alcoholic beverages may not be served or consumed at social events held in conjunction with any organized drive to recruit students.
- F. Students, faculty and staff participants at university-sponsored events where alcoholic beverages are served must have available a current valid university identification to gain admission or service.
- G. With the exception of approved non-student events described in the last sentence of subsection III.D above and approved tailgating events as set forth in Section V below, individuals are not permitted to bring their own alcoholic beverages to university events. Only those alcoholic beverages served by the licensed distributor may be possessed or consumed at the event. The alcoholic beverages served must be consumed within the facility designated for the event.

- H. The sale, service and consumption of alcoholic beverages on university property may only occur in conjunction with approved events as follows:
1. Approved locations on the Boca Raton Campus are as follows:
 - a. Designated areas within the Student Union, when approved by the Director of the Student Union in consultation with the Vice President for Student Affairs;
 - b. Designated areas within the residence halls, apartments and surrounding grounds, when approved by the Director of Housing in consultation with the Vice President for Student Affairs;
 - c. Athletic facilities and grounds, when approved by the Athletic Director;
 - d. Baldwin House, when approved by the President; and
 - e. Designated areas within other campus buildings or outdoor locations, when approved by the Vice President for Student Affairs or the Vice President for Financial Affairs.
 2. Approved locations on other university campuses and facilities are as follows:
 - a. Alcoholic beverages may be permitted in approved areas as authorized by the appropriate campus or facility Vice President or Director.
 - b. On the university's MacArthur/Jupiter Campus, approved locations include designated areas within the residence halls, apartments and surrounding grounds, when approved by the Director of Housing in consultation with the Vice President for Student Affairs.
- I. The university police department shall be advised of all on-campus events involving alcohol. The university police department may stop or limit the sale or service of alcoholic beverages at any on-campus event if deemed necessary at its sole discretion.
- J. The university police department may require the presence of university police officers at on-campus events involving alcohol. All student late night events (functions which are expected to end after midnight) involving alcohol will require the presence of at least two (2) university police officers. Depending on the size and location of the event, and information from the event organizers, additional officers may be required as determined by the university police. Payment for university police services shall be the responsibility of the event sponsor.
- K. Individuals who choose to consume alcohol are responsible for their behavior and should not operate a motor vehicle.

IV. Supplemental Guidelines for Students & Student-Sponsored Events. In addition to the general guidelines set forth in Section III above, these supplemental guidelines are applicable to all students and student-sponsored events involving the sale, use, possession or service of alcoholic beverages:

- A. The sale or service of alcoholic beverages at student-sponsored events shall only be permitted by properly authorized licensees, which for the Boca Raton and MacArthur campuses shall be the university's on-campus food service distributor.

- B. Alcoholic beverages may only be served for a maximum of four (4) hours regardless of the length of the event and service must stop no less than 30 minutes before the end of the event.
- C. Quantities of alcohol approved for an event must be proportionate to the number of anticipated persons of legal drinking age and sufficient quantities of non-alcoholic beverages and food must be provided by the event sponsor.
- D. The Alcohol Program Registration Form must be signed by the sponsor's advisor and submitted and approved 15 days prior to the event. If the non-alcoholic beverage or food is depleted before the end of the event, the serving of alcohol must cease until a new supply is made available.
- E. Alcoholic beverages must be dispensed in individual serving sizes.
- F. The service, sale, possession or consumption of alcohol at student-sponsored events on university property is restricted to beer and wine only.
- G. No collections or donations of any type are permitted for the purpose of purchasing alcohol during a student-sponsored event.
- H. The conduct of drinking games on campus is prohibited.
- I. The service, possession or consumption of alcohol by individuals of legal age may be permitted in private residential rooms in the residence halls and other on-campus housing, unless otherwise prohibited by the Department of Housing and Residential Life. Consumption of alcoholic beverages in public or common areas within on-campus residential areas shall follow guidelines provided by the Department of Housing and Residential Life.
- J. Student groups shall obey applicable federal, state and local laws and university regulations and policies at student-sponsored events held off-campus on non-university facilities. Students and registered student organizations are subject to disciplinary action by the university for any violations.
- K. This alcoholic beverages policy is incorporated by reference into University Regulation 4.007 Student Code of Conduct.

V. Tailgating and Athletic Events. In addition to all other policy conditions, the following conditions shall apply to the service, purchase, use, possession, distribution or consumption of alcohol and alcoholic beverages on university premises at events occurring in conjunction with university athletic events and competitions – either before, during or after the games.

- A. Alcohol shall not be sold or served within the confines of any on-campus facility where an athletic event is being held, except if approved by the President or designee.
- B. Individuals and members of the public are strictly prohibited from entering an athletic venue while carrying or bearing any type of container, open or closed, which contains any type of alcoholic beverage.

- C. Event managers and university police reserve the right to deny access to or remove from athletic events individuals and members of the public who exhibit behaviors consistent with alcohol intoxication, or who behave in any manner inconsistent with this alcoholic beverages policy or any other university regulation or policy. Event managers and university police further reserve the right to confiscate any alcohol or alcohol containers being held, sold or served in violation of this alcoholic beverages policy.
- D. Tailgating activities--a small party or group within a designated space that does not take up any parking space or impede traffic in any way--on university premises that involve the consumption of alcohol shall be restricted to specifically designated locations monitored by the university police department. Tailgating shall not be permitted more than three (3) hours before the event or after the event has commenced. Kegs will not be permitted by any persons other than approved licensed alcoholic vendors.

VI. Promotional Guidelines. The on-campus promotion of activities or events shall not advertise alcohol or sponsorship by alcohol marketers without prior written approval of the Vice President for Communications and Marketing and Dean of Student Affairs. Events seeking advertising approval must meet the following requirements:

- A. Trademarks of the university will not be used in the promotion of alcoholic beverages. The university reserves the right to prohibit other uses that are deemed inappropriate or inconsistent with the image and mission of an educational institution.
- B. Alcohol shall not be used as an inducement to participate in a university event and may not be offered as a prize or gift in any form of contest, raffle or competition. Social events that encourage drinking, drinking contests, or drunkenness, and the advertisement of such events, are prohibited.
- C. Alcohol advertising on campus or in campus media, including that which promotes events as well as product advertising, shall not portray drinking as a solution to personal or academic problems of students or as an enhancement to social, sexual, or academic status.
- D. Advertising for any student or student-sponsored event where alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcoholic beverages.
- E. Promotional materials for any student or student-sponsored event shall not make reference to the amount of alcoholic beverages available. This includes references to kegs or open bars.
- F. Promotional materials of on or off campus student or student-sponsored events (including fliers, advertisements, notices, posters, banners, etc.) for any function at which alcohol is served shall not refer to quantity or price of alcohol available. Alcoholic beverages shall not be a prominent part of such promotions and such advertisements shall not promote the misuse of alcohol. Advertisements of off-

campus events involving alcohol must be approved by the Dean of Student Affairs, or designee, prior to distribution or posting.

VII. Sanctions. Violations of this policy will subject the individual not only to university sanctions but also to potential criminal prosecution by the appropriate authorities. Specific sanctions for faculty, administration, staff and students are under the jurisdiction of the following: (i) for faculty: The Office of Academic Affairs; (ii) for administrators and staff: The Office of Human Resources; and (iii) for students: The Office of the Dean of Student Affairs.

VIII. Alcohol Education and Programs. In support of the university's commitment to providing a campus environment free of the abuse and illegal use of alcohol, the university has adopted and implemented a number of educational and rehabilitative programs and resources for members of the university community.

- A. University offices providing alcohol-related educational services and programs include the Counseling Center, the Today and Beyond Wellness Program, Student Health Services, University Housing and Residential Life, the Dean of Students Office, University Police and the Office of Student Development and Activities. These services may include: (i) individual counseling and referrals to community resources, (ii) presentations about alcohol and substance abuse to classes, residence halls or student organizations; (iii) pamphlets, posters, and films on alcohol and drug abuse, (iv) general information on alcohol and drug issues; (v) alcohol education workshops; and (vi) supervision of independent study or community service.
- B. The university's Office of Human Resources provides counseling assistance to faculty and staff through the Employee Assistance Program (<http://www.fau.edu/hr/files/EAP.pdf>) and the university Counseling Center provides Confidential and Caring Counseling Services for university students (<http://www.fau.edu/student/counsel/>).
- C. For information on the health risks associated with the use of alcohol please see the Alcohol and Drug Information webpage (<http://www.fau.edu/student/aod>).

PROCEDURES

I. Registration for University Departments, Divisions & Other Non-Student Sponsored Events. Faculty, staff, and any other non-student groups or persons must receive prior written approval for a university event on a university campus or facility at which alcohol will be served (sample form attached). Such approval must be obtained from the Vice President for Student Affairs or the Vice President for Finance for Boca Raton Campus events or from the Campus Vice President or Director for their respective campus or facilities, at least 15 days prior to the date of the proposed event. Facility managers and the university police department must receive a copy of the written approval at least five (5) days prior to the event.

II. Registration for Student-Sponsored Events.

- A. The Dean of Student Affairs or designee is authorized to approve alcohol requests for beer and wine at student functions.
- B. Any student organization intending to serve alcoholic beverages at any event must first demonstrate that all its officers, event volunteers and approved university advisors have attended or will attend, prior to the event, a workshop on the University's alcohol policy sponsored by the Student Development & Activities office.
- C. Organizational representatives must complete an alcohol program registration form in the Office of Student Development & Activities which must be signed by the group's advisor and appropriate student affairs representatives (sample form attached). Final approval of the registration form is contingent upon completion of the alcohol workshop by the organization's officers, volunteers and advisors. No event will be authorized until all approvals have been given.
- D. The alcohol program registration form must be fully approved at least fifteen (15) days prior to the date of the proposed event.
- E. Student groups and organizations requesting permission to serve alcoholic beverages at an event must adhere to all requirements specified on the Alcohol Program Registration Form. Such requirements include, but are not limited to, the presence of the group advisor during the time alcohol is served and adequate provisions to ensure that underage persons are not served.
- F. Registered student groups or student government programs may only sponsor or co-sponsor a maximum of six (6) events per academic year where alcohol is served.
- G. Wristbands and hand stamps will be used to monitor the consumption of alcohol. At each event, every student of legal drinking age will be issued a wristband and the student's hand will be stamped. Students will be issued only one wristband and each wristband will allow a maximum of three punches. A student's wristband will be punched for each serving of alcohol. Alcohol will only be served to an individual for his/her own consumption. No one may obtain alcohol for others.

FORMS

- (1) Alcohol program registration form for Department/Division Sponsored Events
- (2) Alcohol program registration form for Student Organization Sponsored Events

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 1.2

Initiating Authority

Signature: _____ Date: _____
Name: Charles Brown, Student Affairs

*Policies and Procedures
Review Committee Chair*

Signature: _____ Date: _____
Name: Jennifer O'Flannery, Chief of Staff

President

Signature: _____ Date: _____
Name: Frank T. Brogan, President

Executed signature pages are available in the Office of the General Counsel

**FLORIDA ATLANTIC UNIVERSITY
ALCOHOL PROGRAM REGISTRATION FORM**

UNIVERSITY DEPARTMENT/DIVISION SPONSORED EVENTS

Must be returned 15 days before the event for approval.

Date: _____

Department/Division: _____

Representative: _____

Telephone: _____ **Email:** _____

Brief Description of Event: _____

Proposed Day, Date & Time of Event: _____

Location of Event Requested: _____

Estimated Attendance: Persons: (Over 21) = _____ + (Under 21) = _____ =
Total Persons _____

Events over fifteen (15) persons must contact Food Service

Have you contacted Food Service? _____ **YES** _____ **NO**

ALCOHOLIC BEVERAGES BEING SERVED:

_____ **Beer** _____ **Wine** _____ **Other -** _____

I understand that my division/department is responsible for abiding by University Regulations and all applicable State Law concerning the consumption and service of alcoholic beverages.

Signature of Division/Department Representative Office or Title Date

Reviewed by Facility Manager or Designee Date

Approved by Vice President for Finance or Vice President for Student Affairs (or Campus Vice President):

Date

Bldg and Room Reserved

Routing: Student Affairs _____ Police _____ Other _____

