

Effective: September 19, 2017

Administrative Policy ALCOHOL WARE CENTER

Approved: September 19, 2017, President's Cabinet

General Overview

Millersville University's policy regarding alcohol on university property and/or university events located at Millersville University is consistent with the laws of the Commonwealth of Pennsylvania. All individuals in possession and/or consuming alcohol on campus must be at least 21 years of age. The consumption, distribution, or service of alcoholic beverages must be in compliance with the Pennsylvania Liquor and Crime Codes, which define the lawful consumption and service of alcohol and prescribe sanctions for violations. The consumption, distribution, or service of alcoholic beverages at university events must also comply with the university regulations and policies described below. This policy applies to all Millersville University students, faculty, staff, trustees, and attendees, as well as events held by third parties on university property.

Licensed Areas

The Millersville University's Ware Center is the only approved campus location that has been issued a Liquor License and the following areas within that location are approved to sell alcohol:

First Floor:

Lurette Lobby
Steinman Hall Stage
Binn's Room Stage

Second Floor:

Library

Third Floor:

Choral Room
Kitchen
Salon
Atrium

Purchasing of Alcohol

Based on upcoming events, Production and/or Event Coordinator will create a list of alcoholic beverages that need to be purchased, specifying quantities and brand. This list will be provided to the approved purchaser (Director of the Office of Visual and Performing Arts and/or Assistant Director of Production and Facilities).

Director will make the purchase of the listed items using a Purchasing Card (Pcard) designated for alcoholic purchases only.

Pcards will be issued by the Purchasing Department and will only be used for alcoholic purchases only. The Purchasing Card Policy still applies where applicable. A separate cost center will be created for assigned Pcards.

Sale of Alcohol

The sale of alcohol shall only be permitted in the licensed locations.

Wine, Beer and Liquor will be available for sale to patrons of the Ware Center.

Required Liquor Control Board signage will be visible to all patrons where alcohol is sold.

All alcohol will be sold by university approved bartenders and servers. All bartenders and servers must be RAMP (Responsible Alcohol Management Program) certified.

Anyone who appears to be under the age of 30 will be considered a potential minor and should be asked to provide proper identification and the licensee should document it.

Incident reports will be recorded per the direction of the Director of the Office of Visual and Performing Arts and/or Assistant Director of the Office of Production and Facilities. All bartenders and servers will be properly trained on how to handle and record incidents.

Alcohol will not be permitted outside of the licensed areas, to include outside of the building.