

Effective: August 16, 2005

Administrative Policy ALCOHOLIC BEVERAGES

Approved: August 16, 2005, President's Executive Cabinet

Revised: March 10, 2009, President's Cabinet

Revised: April 6, 2010, President's Cabinet

This policy applies to the purchase and service of any alcoholic beverage for consumption on University property. The policy pertains to all University property except residences of University staff, who are required to reside on campus as a condition of their employment and the President's residence and grounds.

This policy will control the purchase of alcoholic beverages and to ensure that they are served only in carefully controlled circumstances to persons of legal drinking age in conjunction with academic, social and community functions contracted by the University.

Principles

The University abides by Liquor Control Board regulations and Commonwealth laws in the purchase and service of alcoholic beverages. Persons of legal drinking age should be given responsible choices concerning the consumption of alcohol in accordance with state laws.

University Functions

PASSHE Guidelines state that (some universities have the necessity for the purchase of alcoholic "spirits" for use in educational activities, i.e., wine for use in cooking or hotel/food management type courses. The use of university funds from any source would be appropriate for the purchase of alcoholic "spirits" for these purposes).

The function must have a clear purpose in keeping with the University's mission and must be normally held in conjunction with another campus event such as a play, concert, dinner, professional meeting, alumni gathering, reception, etc. No function that has the consumption of alcohol as its major purpose will be permitted. Millersville University cannot use public funds to purchase alcoholic beverages. All alcohol must be purchased through the Millersville University Foundation and approved by the President or Vice President for University Advancement. No other funds can be used for the purchase of alcohol.

Departments or individuals wishing to provide alcohol to University events must make one delivery to the Gordinier Hall receiving dock between the hours of 7:00 a.m. and 2:00 p.m., no earlier than 48 hours prior to the event and no later than four (4) hours prior to the start of the event. All items will be signed in, tagged and secured for the

event. Departments or individuals are responsible for any unused alcoholic beverages at the conclusion of the event.

All alcohol service will be served by Catering personnel. Self-service of alcohol is not permitted. Bottles of wine and liquor will not be left on dinner tables.

Alcoholic beverages may be purchased by the Director of Dining and Conference Services, or his/her designee, unless other arrangements are approved by the Vice President for Finance and Administration. The Director of Dining and Conference Services will provide a list of designees annually, on or about July 1 to the Vice President for Finance and Administration.

Non-University Functions

Events which are scheduled, arranged and contracted in Bolger Conference Center and other University Facilities, may have alcoholic beverages served, provided they occur at approved locations and that the specified approval process has been completed five (5) days prior to the event. Catering and Conference Services will provide staff for the control and service of the alcoholic beverages, charging appropriate labor rates.

Program contractors will accept full responsibility for their respective function and certify that the purchase and service will be in full compliance with the Millersville University Alcoholic Beverages' Policy. Non-University program contractors must provide their own alcohol, as approved by the Director of Dining and Conference Services or his/her designee. All unused alcohol will be returned to the contractor.

Non-University events and their use of alcoholic beverages are limited to the Bolger Conference Center.

Millersville University will not purchase or supply alcoholic beverages for non-university contracted events. Alcoholic beverages will be provided by the contractor with one delivery to the Gordinier Hall receiving dock between the hours of 7:00 a.m. and 2:00 p.m., no earlier than 48 hours prior to the event and no later than four (4) hours prior to the start of the event. All items will be signed in, tagged and secured for the event. Contractors are responsible for any unused alcoholic beverages at the conclusion of the event.

Guideline Procedures

Catering personnel and management reserves the right to request proper photo ID; refuse alcoholic beverage service without proper photo ID; and/or refuse further alcohol service to a guest, who in the judgment of the above appears to be intoxicated.

The total maximum duration of alcohol service will not extend beyond four hours. The four-hour period may be divided between a social hour/reception and after dinner service. Alcohol service will cease during meal service, with the exception of wine and/or a champagne toast served with the meal.

All alcohol service will be served by Catering personnel. Self-service of alcohol is not permitted. Bottles of wine and liquor will not be left on dinner tables.

No one may bring alcohol into the event in progress and alcohol may not leave the Bolger Conference Center or other approved University facility during the event.

A Millersville University Catering Event Planner will assist contractors in planning for alcohol service, which may include bar service, passed drinks or table service. Tap and keg systems may not be utilized in the Bolger Conference Center or other approved University facilities.

Permissible Locations

1. Biemesderfer Center
2. All University Dining and Conference Services' Facilities
3. Alumni/Development Facilities
4. McComsey Hall
5. 42 N. Prince St., Lancaster, PA
6. Other locations only with the written approval of the President

Requirements

1. Cash bars are prohibited
2. Non-alcoholic beverages must be available
3. Food must be available

Approval Process

All requests to serve alcoholic beverages at permissible functions must be made by completing a "Request to Purchase/Serve Alcoholic Beverages for University Functions" (copy attached) and submitting it to the Director of Dining and Conference Services at least five (5) working days prior to the event, in order to guarantee availability of product. The form is to be completed in the following order for:

Non-University Events

1. Signed by the Event Contractor
2. Signed by the Director of Dining and Conference Services
3. Signed by the Vice President for Finance and Administration

The form is to be completed in the following order for:

University Events

1. Event Contractor
2. Signed by Director/Dean/Associate Vice President
3. Signed by applicable Vice President/Provost
4. Signed by the President/Vice President for University Advancement
5. Signed by the Director of Dining and Conference Services or his/her designee a minimum of five (5) days prior to the event/function.

Records

Full documentation for all non-university events and justification as to the use of funds for the purchase of alcoholic beverages shall be maintained by the Office of the Vice President for Finance and Administration.

The Director of Dining and Conference Services will be responsible for maintaining a Report of Alcoholic Beverages Served at University Functions, which will be distributed semi-annually to the President and Vice President for Finance and Administration, and annually to the Vice President for Student Affairs and Provost and Vice President for Academic Affairs.

**Millersville University
Request to Purchase/Serve Alcoholic Beverages for
University Functions**

(The form is to be completed in the following order : 1.) Signed by the Event Contractor; 2.) Signed by the Director/Dean/ Associate Vice President; 3.) Signed by the Vice President/Provost; 4.) Signed by the President / Vice President for University Advancement, **for University Events**; 5.) Signed by the Vice President for Finance and Administration, **for Non-University Events**; 6.) Signed by the Director of Dining and Conference Services or his/her designee for **both University Events and Non-University Events** a minimum of five (5) days prior to the event/function.)

University Contractor(s): Department/Office: _____

Date: _____ Hours: _____ Location: _____

Function Name: _____

Expected Number of Guests: _____ Description of guest list (i.e., faculty, administration, alumni, students, etc.) _____

Justification of why alcoholic beverages are appropriate at this function: _____

Description of alcoholic beverages to be served: _____ Cost: \$ _____

Wine: \$12.99/1.5 liter; Special Requests, call for a quote; Service Fee \$2.00/person; **Beer:** Market Price, call for a quote; Service Fee \$2.00/person; **Full Bar:** Market Price, call for a quote; Service Fee \$4.00/person; **Service Fees** include: bar set-up, bartender, sodas, water, service ware and supplies; Full Bar additions include: sour mix, tonic, water, juices, and garnishes.

Description of non-alcoholic beverages to be served: _____

Description of food to be served: () reception with hors d'oeuvres; () meal, () full menu; () other _____

"I accept full responsibility for this function and I certify that the purchase and service of alcoholic beverages will be in full compliance with the Millersville University Alcoholic Beverage Policy." See Millersville University Alcoholic Beverage Policy as amended on April 6, 2010.

1.) _____ (Event Contractor – Administrator, Chair, Department Head, Event Coordinator) _____ (Date)

2.) Approved: _____ (Director/Dean/Associate Vice President) _____ (Date)

3.) Approved: _____ (Vice President/Provost) _____ (Date)

For Office Use

4.) Confirmed: _____ President*/Vice President for University Advancement) for **UNIVERSITY EVENTS** (Date)

5.) Confirmed: _____ (Vice President for Finance and Administration) for **NON-UNIVERSITY EVENTS** (Date)

6.) Received: _____ (Director, Dining and Conference Services) for **UNIVERSITY AND NON-UNIVERSITY EVENTS** (Date)

This information is provided by Dining and Conference Services

Fund Center Codes:

Food: _____ **Other:** _____ **Alcohol:** _____