

## **POSSESSION, USE, AND DISTRIBUTION OF ALCOHOLIC BEVERAGES AT UNIVERSITY-SPONSORED EVENT**

A “University-sponsored event” shall be any event at any location, which is sponsored by an officer, employee, or agent of the University in his or her capacity as a representative of the University. University-sponsored events include informal and formal events and functions hosted by the University pursuant to its mission and programs. Such events and functions include but are not limited to: graduation, convocation, receptions, alumni events, development functions, dedications, performances, intercollegiate athletic competitions, and award ceremonies. Functions organized by students or recognized student organizations shall not be deemed to be sponsored by the University within the meaning of Section A of this alcohol use statement.

Where possession, use, and distribution of alcohol are permitted, strict compliance with laws of the [State of Alabama](#) is required. Under no circumstances will any individual under the legal drinking age (minimum of 21 years of age) serve, consume, or possess alcohol on University properties or at University-sponsored events; and no individual may serve or otherwise provide alcohol to persons under the legal drinking age. Although alcohol may be served, the sale of alcohol is prohibited as well as tipping for alcohol service.

The University entity sponsoring the event must follow the below-listed guidelines:

1. The sale of alcohol is prohibited.
2. A designated University employee(s) must be appointed as the event sponsor and must be present for the entirety of the event.
3. Sponsors are required to provide one or more alternative non-alcoholic beverage(s) available in sufficient quantity throughout the event.
4. Wherever alcohol is present, food must also be available.
5. It is the responsibility of the server to check the photo ID of individuals before serving alcohol. If for any reason, proof of legal drinking age cannot be provided upon request, it is the responsibility of the server to deny the request.
6. When alcoholic beverages are served, direct access to the alcohol must be limited to the person(s) designated as the server(s). Servers must not consume alcohol during the event.
7. University Police and/or other approved certified Public Safety officers may be required at certain events where alcohol is served due to the nature of the event, size of the expected crowd, or other factors that would pose a concern for the University.
8. The promotion of University-sponsored events shall not advertise alcohol or sponsorship by alcohol marketers or vendors nor the amount and kind of alcohol to be served.
9. Each sponsoring agency, department, organization, or individual assumes full responsibility for the activities and behavior of all persons in attendance at its events.

## **Requesting Approval for the Event**

To better ensure that appropriate risk-management measures are followed, all University-sponsored events at which alcohol is served or permitted to be consumed must be approved by the Office of Event Management, with appropriate permission from the respective Executive Council Member. Requests must be submitted via the [University-Sponsored Event Request Form](#) to the Event Management Office a minimum of 10 business days prior to the event scheduled date.

The University reserves the right to deny alcohol at any event and the right to close down the event, if it deems necessary.