

# University Policy: Policy on Alcohol Service at University Events

**Policy Category:** Student Policies, Administrative Policies

**Subject:** Alcohol service at university events

**Office Responsible for Review of this Policy:** Office of Campus Life, Office of the Provost, Office of Finance and Treasurer

**Procedures:** Alcohol Approval Form (Please contact the office of Student Activities, University Center, or Procurement and Contracts to obtain an alcohol approval form)

**Related University Policies:** Employee Alcohol and Drug Policy found in the American University Staff Personnel Policy Guide, Advertising Policy, Posting Policy, Tavern Programming Guidelines, and the AUTO Van Request and Charter Manifesto.

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## I. SCOPE

This policy establishes guidelines for alcohol service at University sponsored events.

## II. POLICY STATEMENT

American University is committed to maintaining a healthy and safe academic environment that reflects high standards of personal responsibility and behavior. Alcohol abuse will not be tolerated under any circumstances. This policy permits the responsible use of alcohol in moderation by persons of legal drinking age and in accord with these guidelines.

## III. DEFINITIONS

University Sponsored Events – Events hosted by the University, whether the event is held on or off university premises.

University Premises – buildings and grounds owned, leased, operated, controlled, or supervised by the University.

## IV. POLICY

### A. Authorization Requirements

1. The president, provost, dean, vice provost or appropriate vice president must authorize, in advance, alcohol service for all university events, whether the events are held on or off university premises.
  2. The president, provost, dean, vice provost or appropriate vice president must authorize the expenditure of university funds to purchase alcohol for approved events.
- B. General Requirements
1. Consumption of alcohol is prohibited on university premises except as authorized by this policy.
  2. Possession of alcohol is prohibited in university residence halls, Bender Arena, and at open-air events.
  3. Advertising that highlights the availability of alcohol at an event is prohibited.
  4. University officials reserve the right to check proof of age at university events.
  5. University officials can deny admission, alcohol services, or continued attendance at a university event to anyone who, in the sole judgment of the officials, is intoxicated.
  6. Food or snacks and nonalcoholic beverages must be available at university events where alcohol is served.
  7. One-price, all-you-can-drink arrangements are prohibited.
  8. Bring-Your-Own-Beverage (BYOB) arrangements are prohibited.
- C. Legal and Risk Management Requirements
1. Alcohol service on university premises is limited to beer and wine.
  2. Alcohol service off university premises must comply with the vendor's license.
  3. The vendor's license for university dining service permits the service of beer and wine in any university venue.
  4. A District of Columbia permit is required to serve beer and wine at approved events on university premises that are not covered by the vendor's license for university dining services. A permit is also required for approved university events at which alcohol is sold or an admission fee is assessed in any form. The alcohol vendor is responsible for obtaining the permit.
  5. Non-university vendors must provide a certificate of insurance with a minimum of \$1 million in liquor liability coverage. The certificate should accompany the alcohol approval form.
  6. All contracts must have the appropriate signatures prior to approved university events being held. If alcohol will be served at an event, a copy of the signed alcohol approval form, liquor license, District of Columbia permit when applicable, and certificate of insurance when applicable must accompany the contract.

D. Additional Information

1. Faculty and Staff may obtain an Alcohol Approval Form in the offices of Student Activities, University Center, and Procurement and Contracts and through [my.american.edu](http://my.american.edu) on the [Controller's Office Forms & Resources page](#). Students can obtain the form in the office of Student Activities.
2. Questions about the Alcohol Policy should be directed to the Office of the Vice President of Campus Life (x3310) or to the Office of the Provost (x2127).
3. The university reserves the right to amend this policy in accordance with the law, community standards, or the best interests of the university.

E. University Sanctions for violating the Alcohol Policy can be found in the Staff Manual posted on [my.american.edu](http://my.american.edu) and in the Student Handbook posted on [www.american.edu/policies](http://www.american.edu/policies).

**V. EFFECTIVE DATE**

Last revised May 2005; October 2010

## **VI. SIGNATURE, DATE, AND APPROVAL**

This policy needs to be signed by the appropriate officer (listed below) before it is considered approved

**This document was approved and signed by**

**Scott Bass**  
**Provost**

**Gail Hanson**  
**Vice President of Campus Life**

**Donald Myers**  
**Vice President of Finance**