



# University of Findlay®

## Alcohol Use and Service Permit Application

This application must be completed for any University event where there is a desire to have alcohol present. Completed applications should be submitted to the Facilities Office for processing. An event is not approved until the application is approved by the President, Vice President for Business Affairs, and Vice President for Student Affairs. The University reserves the right to deny applications for any reason.

Date submitted: \_\_\_\_\_

### Activity Information:

Date of Event: \_\_\_\_\_ Activity Time: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Describe the nature of the activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Desired location/s: \_\_\_\_\_

Name of person making application: \_\_\_\_\_

Department: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Request is:  Approved  Denied

\_\_\_\_\_  
President Date

Request is:  Approved  Denied

\_\_\_\_\_  
Vice President for Business Affairs Date

Request is:  Approved  Denied

\_\_\_\_\_  
Vice President for Student Affairs Date

# University of Findlay Alcohol Policy

## **General Guidelines:**

The possession, distribution, and/or consumption of alcoholic beverages are not permitted on any property owned or controlled by The University of Findlay or at functions sponsored by The University of Findlay off campus. The only time there shall be an exception to this policy is when the President, Vice President for Business Affairs, and Vice President for Student Affairs, at their sole discretion, determine that alcohol may be present at specific events/locations on or off campus and may be served to persons 21 and older with proper identification. In such cases, a special-event form granting permission for alcohol to be present and served must be completed and signed (electronic signatures are permissible) by the President, Vice President for Business Affairs, and Vice President for Student Affairs (or their designees) a minimum of two weeks before the date of the special-event. Solely the President shall govern alcohol use at the President's primary residence, unless alcoholic beverages are offered for sale at a resident event.

## **Student Specific Guidelines:**

Any student, regardless of age, who exhibits definite signs of intoxication or who has possession of alcoholic beverages on University owned or controlled property or at a University sponsored event off campus (this includes field trips, conferences, and any other events paid for with University funds) will be subject to judicial action that may include one or more of the following: a monetary fine, probation status, counseling, community service, restitution, restriction in campus access, suspension, or dismissal. This also applies to the possession of empty alcohol containers, or "empties" used for any purpose, including decoration. The only exception to this clause shall be in cases where the event is sanctioned and approved by the University as stipulated in the General Guidelines section. In those cases, students age 21 and older would be permitted to responsibly possess and consume alcohol.

Since alcohol is not permitted on University owned or controlled properties or at University sponsored events off campus, unless the University, at its sole discretion and as stipulated in the General Guidelines section, determines that alcohol may be present at a specific event on or off campus, all persons present where an alcohol violation occurs are subject to disciplinary action regardless of age. For example, in University townhouses, cottages, apartments, residence hall rooms, special-interest houses, group houses, and fraternity and sorority houses, all persons present can be held responsible for alcohol violations occurring anywhere in the unit. In addition, any individual providing alcohol, or a location for alcohol to be consumed, to individuals under the age of 21 may be found responsible for providing/supplying alcohol to individuals under the legal drinking age; thus resulting in additional sanctions.

## **Employee Specific Guidelines:**

Any employee, regardless of age, who exhibits definite signs of intoxication or who has possession of alcoholic beverages on University owned or controlled property or at a University sponsored event off campus will be subject to personnel action by the Human Resource Office. That action may include one or more of the following: warning, probation status, counseling, restriction in campus access, suspension, or dismissal. The only exception to this clause shall be in cases where the event is sanctioned and approved by the University as stipulated in the General Guidelines section. In those cases, employees age 21 and older would be permitted to responsibly possess and consume alcohol.

## **Student Organization Guidelines:**

Any recognized student organization of The University of Findlay that violates the alcohol policy is subject to the following:

- First Violation - Two years of disciplinary probation\* and loss of eligibility for Student Government Association funding for the organization during the probationary period.
- Second Violation (while on probation) - Extension of probation\* for one year, a \$1,000 fine for the organization, continued loss of eligibility for Student Government Association funding for the organization during the probationary period, and possible loss of University recognition as an organization.
- Third Violation - Automatic loss of recognition by The University of Findlay.

\*Probation terms for student groups will vary based on the type and severity of the violation, and The University reserves the right to assign probation terms as it sees appropriate.

Please note that employees accompanying/overseeing student groups on trips or overseeing on/off campus student events funded in any way by the University are required to ensure student compliance with the alcohol policy.

## **Guidelines for the Service of Alcohol at Approved On-Campus University of Findlay Events**

- Only beer and wine service is permitted at an approved on-campus event.
- Non-alcoholic beverages and light snacks must be readily available for the duration of the event.
- The hosting party/organization is responsible for the purchase, storage, and delivery of the alcohol.
- At the discretion of the University, a UF Security presence may be required at an on-campus event where alcohol is to be served. At a minimum, UF Security will monitor events where alcohol is present.
- Alcohol may not leave the designated area of an event at any time.
- A permit to serve alcohol must be secured well in advance of the event. The host must initiate this process with the Facilities Office, and must provide a diagram of the venue.
- The sale of tickets for alcohol and the checking of I.D.s is the responsibility of the host.
- The host is responsible for providing the cash box and any change needed.
- All underage guests must be clearly identified with a stamp on their hand.
- The price of tickets for the purchase of alcohol may not be less than \$4.00 per ticket for beer and \$5.00 per ticket for wine.
- All persons serving alcohol must be Responsible Alcohol Service Training certified, and documentation of that certification must be provided in advance of the event. Sodexo can provide certified servers if requested.
- When alcohol is being sold, at no time may people attending the event serve themselves.
- The Responsible Alcohol Service Training certified server will always open a container before providing it to the guest. Unopened cans/bottles containing alcohol may never be provided to a guest.
- Alcohol service must end 30 minutes prior to the approved ending time of the event.
- A last call must be made 15 minutes prior to the end of alcohol service.
- The hosting party/organization is responsible for removing and storing any alcohol still remaining after the event.
- The hosting party/organization is responsible for removing empty boxes/cartons and trash from the venue at the conclusion of the event.