

Policy # A-0010

Effective Date: April 15, 2020

Expiration: Indefinite

Alcoholic Beverages - Events

Who is Affected by This Policy: All members of the School of Journalism (SOJ) community. This includes faculty, staff, students, contracted personnel, and visitors to campus.

Alcoholic beverages are not permitted to be brought to or consumed on the SOJ campus or as part of any SOJ event, except in connection with school-sponsored events or approved events when individually authorized by the Dean or a designee. Unauthorized possession and/or consumption of alcoholic beverages shall be subject to disciplinary action by school officials. *Note: this may not directly impact classroom activities. Please refer to policy #A-0011*

Alcoholic beverages and their consumption are permitted at events under the following circumstances and conditions.

Pre-event requirements:

1. For events where alcoholic beverages are to be served, the organizer must first get approval from the Dean or a designee. This applies to school-sponsored events as well as those organized by outsiders or through a rental agreement with the school.
2. The only alcoholic beverages that are permitted on campus for consumption are beer, wine and/or cider as per the New York State Liquor Authority (NYSLA).
3. Anyone consuming alcoholic beverages must be of legal age and approved to attend the sanctioned event.
4. All events must have an approved “temporary” beer, wine, and cider permit as required by the state’s liquor authority. The permit is required for the sale, service and/or consumption of alcohol at an event. To apply for a permit online, event organizers can go to <http://www.sla.ny.gov/>. Proof of permit must be supplied at least two weeks prior to the event.

5. As an alternative to providing a temporary permit, a licensed and insured bartender may be hired as long as the bartender works for a company with a catering permit that allows for the serving of alcoholic beverages at an event located off-site from the licensed premises. Copies of valid licenses & permits required must be submitted at least two weeks prior to the event.
6. If students of legal age are attending, a list of those students must be approved by the school's director of Student Affairs at least one week prior to the event.
7. Student events shall have a faculty/staff sponsor who takes full responsibility for the event and remains on-site from start to the conclusion.
8. The school shall not supply or sell alcoholic beverages to any outside group or rental event.

Day of event requirements:

1. Alcoholic beverages may only be served at approved and licensed events on campus between the hours of 5 p.m. and 9:00 p.m. Serving of alcohol must end at least 30 minutes prior to the end time of the scheduled event.
2. By conditions of the permit, food and non-alcoholic beverages, such as water, juice, or soft drinks, must be served in equal or greater proportions. Snacks such as chips or pretzels do not count as food. The quantity of food must be appropriate for the number of people at the event.
3. Events of 50 people or more may require additional public safety officers.
4. Events with alcoholic beverages may only occur in the 3rd-floor lobby, school café, or in meeting room 308 unless otherwise approved by the Dean. The organizer of the event must ensure control and access to the area, providing restriction to those not authorized to attend.
5. Copies of all licenses and permits required for the event shall be on hand and verified by the on-duty public safety officer on the day of the event.
6. No money shall be collected in the way of payment or donations for alcoholic beverages.
7. Advertisement for student events at the school may not list the availability or promotion of the consumption of alcohol.
8. Appropriate personnel shall ensure alcoholic beverages that are school property, are secured upon the conclusion of the event.
9. Rental or outside events shall provide their own beer, wine and/or cider and appropriately remove it from campus at the end of the event.
10. No one shall be allowed to leave the premises with an open container of alcoholic beverage(s). Any opened alcoholic beverage that was not consumed completely, shall be disposed of.

Sarah Bartlett
School of Journalism Dean

Where there is conflict between this policy and NYS or NYC laws, NYS & NYC laws shall prevail with no exception.