

ALCOHOL GUIDELINES

The following apply to ALL events or meals that are University-sanctioned or sponsored:

- Alcohol is never permitted at events where undergraduate students are invited/present.
- Alcohol is never permitted at events open to the general public.
- Alcoholic beverages are never reimbursed or permitted as a cost of recruiting graduate students.
- Review and approval of all requests related to alcohol has been delegated to Gina Olinski and Barbara Vattimo by the Dean. Requests for exceptions to any aspect of this policy are strongly discouraged. All requests for exception must be submitted in writing to Barbara Vattimo, Assistant Dean for Finance.

Events

- Prior permission from the Dean's Office is required for events (not including restaurant meals as described below) where alcohol will be served. Administrators should contact Gina Olinski or Barbara Vattimo via email with event specifics to obtain approval.
- No alcohol will be permitted at events before 5:00pm.
- Food and non-alcoholic beverages are required to be available at events when alcohol is served.
- Only beer and wine may be served at events that receive approval to serve alcohol.
- You must contract with a bartender with the appropriate insurance if alcohol will be served at your event. Campus Catering will provide bartenders for both on-campus events and events at private residences only if Campus Catering is used for the food service. Campus Catering can also provide you with outside companies for bartender services that frequently work University events and are familiar with our policies. If you choose an outside bartender service a Professional Service Agreement is required.
- Events at private residences are strongly discouraged(exception allowed for new faculty recruiting events).
- No more than two (2) drinks can be served to each individual person at events where alcohol is served, and individuals are not allowed to give drink privileges to others.
- University policy caps reimbursement for food and beverage at receptions at \$25 per person.
- Any event taking place on campus or at an off campus location (including private residences) that does not have written prior approval from the Dean's Office is not considered a school-sponsored event and is not eligible for reimbursement.
- Dean's Office approval is required for alcohol reimbursement and contracts where the department wishes to procure alcohol through a supplier such as Dreadnought Wines. All actions containing alcohol in either Concur or Panther Express should be routed to Gina Olinski for approval.

Restaurants

- No more than two drinks per person will be reimbursed with restaurant meals. If ordering a bottle of wine, one bottle is the equivalent of five (5) drinks.
- An itemized receipt is required that clearly documents all alcohol purchases. The Dean's Office reserves the right to deny reimbursements when clear documentation is not presented.
- Dean's Office approval is required for alcohol reimbursement and contracts where the department wishes to procure alcohol through a supplier such as Dreadnought Wines. All actions containing alcohol in either Concur or Panther Express should be routed to Gina Olinski for approval.