

Policies and Procedures



Policy for Serving Alcoholic Beverages on Campus and on ESF Owned Properties

Introduction:

The College of Environmental Science and Forestry has long had a strong commitment to the educational, personal, and professional welfare of the entire College community: students, faculty, and staff. In keeping with this commitment, the following policy governing the use and distribution of alcoholic beverages has been formulated. The purpose of the policy is to encourage the development of responsible attitudes and behavior regarding alcohol consumption on ESF campuses. In addition, this policy was adopted to conform with State legislation prohibiting the serving of alcoholic beverages to persons under the age of 21 in New York State.

Regulations:

- Alcoholic beverages may not be served at campus events without prior approval from the College President. (Administrative approval has been delegated to the Associate Dean of Student Life and Experiential Learning). Only beer or wine may be served at College-sponsored events. Sample request forms are attached to this policy.
- No one under the legal drinking age shall be permitted to consume any alcoholic beverage. Serving alcohol to an individual under the legal drinking age is prohibited on ESF campuses.
- Serving alcoholic beverages to an individual who appears to be intoxicated is prohibited.
- B.Y.O. (Bring Your Own) events are prohibited.
- Whenever alcoholic beverages are served, equally appealing and attractive nonalcoholic beverages must be available in adequate quantity. Food must also be provided to avoid a “drinking only” event.
- Alcoholic beverages may not be sold on campus or at campus events. An entry fee may not be charged at events where alcoholic beverages will be served.
- Requests for student-sponsored events at which alcoholic beverages will be served require an endorsement by the faculty advisor or faculty member, who must commit to being in attendance at the event. Additionally, requests must specify the mechanisms for determining proof of age.
- Sanctioned clubs and organizations may not use club funds to purchase alcoholic beverages. Only the Undergraduate Student Association and Graduate Student Association may do so.

- The individual sponsor, or the officers of the organization, department or office sponsoring an event at which alcoholic beverages are served shall be responsible for the enforcement of these rules and will be held accountable for any infractions.
- Violations of this policy will subject an individual or organization to legal sanctions under law. In addition, students who violate the policy will be referred to the appropriate ESF disciplinary process.
- All members of the ESF community shall have available to them alcohol education and intervention programming provided by ESF and/or Syracuse University. Further information regarding SU services is available from the Office of Student Life, 110 Bray.

Procedures:

- Requests to serve alcohol at authorized events by faculty, staff, or students should be submitted in writing at least two weeks in advance to the Associate Dean of Student Life and Experiential Learning, 110 Bray. These requests must include the endorsement of the faculty advisor or faculty member who must be at the event and proposed mechanisms for determining proof of age. Sample request forms are attached.
- No “open taps” will be permitted.
- All ESF students attending an event at which alcoholic beverages will be served must present a valid and current ESF ID for entry. For proof of age, students and their guests must present a driver’s license, sheriff’s ID, or birth certificate. A College ID is not valid for age proof.
- The amount of alcohol requested at an event must be proportionate to the number of people expected to attend. The following BACCHUS (Boost Alcohol Consciousness Concerning Health of University Students) guidelines for maximum acceptable amounts of alcoholic beverages must be followed:

Attendance	Time	Beer	– or –	Wine
15 people	4 hours	1/4 keg (4 cs.)	– or –	10 qt. (2.5 gal.)
30 people	4 hours	1/2 keg (8 cs.)	– or –	20 qt. (5 gal.)

- No social event involving the approved use of alcohol on any ESF campus can begin before 4:30 p.m. on Monday-Friday while classes are in session and must be terminated by 1:00 a.m. Requests for exceptions must be submitted to the Office of the Associate Dean for Student Life and Experiential Learning.
- Advertising for events at which alcoholic beverages will be served should be consistent with College policy concerning alcohol consumption (i.e., neither events nor publicity should have alcohol as the major emphasis). The availability of nonalcoholic beverages and food should appear on all advertisements.

Standard Mechanisms for Proofing at Events:

- Upon entry into any function at which alcohol is present, each individual will be required to submit identification and proof of age as outlined above in “Procedures”.

- At that time, an individual will have his/her hand stamped according to age. If over legal drinking age, one type of stamp will be applied, and a different stamp will be applied to those who are under legal drinking age. All persons attending an event must have a hand stamp applied.
- Individuals over the legal drinking age who are members of the group or organization sponsoring the event will be responsible for controlling the serving of the alcoholic beverage, unless the alcohol is being served by a caterer. In that case, the caterer is responsible.
- Each person requesting alcohol will be required to show the server the stamp applied at entry into the event and only those individuals whose stamp indicates that they are over the legal drinking age will be provided an alcoholic beverage.
- One glass of alcoholic beverage will be provided per person per request.
- Individuals who validate proof of age and who serve alcoholic beverages must be approved by the Associate Dean of Student Life and Experiential Learning.
- Deviations from these standard mechanisms for proofing at events must be approved in advance by the Associate Dean of Student Life and Experiential Learning.

attachments –

SUNY-ESF Request by Student Group to Serve Alcoholic Beverages

SUNY-ESF Request by Faculty/Staff Member to Serve Alcoholic Beverages