



Policies and Procedures

Policy Governing the Use and Distribution of Alcoholic Beverages on Campus, on ESF-Owned and/or Associated Properties¹, and in ESF-Designated Housing Facilities

Introduction

The SUNY College of Environmental Science and Forestry (ESF) has long had a strong commitment to the educational, personal, and professional welfare of the ESF community: students, faculty and staff, alumni/ae, and guests. In keeping with this commitment, the following policy governing the use and distribution of alcoholic beverages has been formulated. The purpose of this policy is to encourage the development of responsible attitudes and behavior regarding alcohol consumption on campus, on ESF-owned and/or associated properties¹, and in ESF-designated housing facilities. ESF adheres to and enforces all federal, state, and local laws concerning alcohol and alcoholic beverages. The terms “alcohol” and “alcoholic beverages” are used interchangeably throughout this policy.

A. GENERAL POLICIES REGARDING THE USE AND DISTRIBUTION OF ALCOHOLIC BEVERAGES ON CAMPUS, ON ESF-OWNED and/or ASSOCIATED PROPERTIES¹, and in ESF-DESIGNATED HOUSING FACILITIES

1. This policy, as well as the related [Alcohol and Other Drug Use Policy](#), applies to all ESF organizations, departments, and entities, including ESF-sanctioned student clubs and organizations, as well as College-affiliated, not-for-profit organizations, corporations, and foundations including, but not limited to, the College Foundation, the SUNY-ESF Alumni Association, the Ranger School Alumni Association, and the Syracuse Pulp and Paper Association.
2. Reserving Facilities and Applying for Permission to Serve Alcoholic Beverages
 - a. Any organization/department/entity sponsoring an event must first reserve a campus facility following the required procedures.
 - b. An Application for Permission to Use, Serve, and Distribute Alcoholic Beverages ([Alcohol Request Form](#)) must be requested by the sponsoring organization/department/entity for each event at least six (6) weeks prior to the event. Alcoholic beverages cannot be served or consumed on the ESF campus or on ESF-owned and/or associated properties¹ without proper authorization from the New York State Liquor Authority.
 - c. For events held in the Gateway Center, the [Alcohol Request Form](#) must be reviewed and signed by the Vice President for Administration (or designee) and the Assistant Director of Physical Plant (or designee).
 - d. For all other events, the [Alcohol Request Form](#) must be reviewed and signed by the Vice President for Administration (or designee).
 - e. For events hosted by an ESF-sanctioned club or organization, the [Alcohol Request Form](#) must first be reviewed and signed by the Dean for Student



Policies and Procedures

Affairs (or designee). If approved, it will then be forwarded to the Vice President for Administration (or designee) for review and signature.

3. Charging for Alcoholic and Non-alcoholic Beverages
 - a. Generally, no direct or indirect charge should be made for alcoholic beverages or non-alcoholic beverages by the sponsoring organization/department/entity. This includes, but is not limited to, charging for drinks or other refreshments, charging an admission fee, or asking for donations or other consideration. Deviations must be approved in advance by the Vice President for Administration (or designee).
 - b. It is possible for a cash bar to be used, with the money being collected directly by the licensed caterer. The organization/department/entity can discuss this possibility directly with the licensed caterer to determine if this is feasible for their specific event.
 - c. For events hosted by College-affiliated, not-for-profit organizations, corporations, and foundations, tickets may be sold for events such as dinners and receptions that include the service of alcohol. Plans for the regulation of any alcohol provided/served must be articulated on the request form and approved in advance by the Vice President for Administration (or designee).
4. Events on the ESF Campus and on ESF-owned and/or associated properties¹
 - a. Only beer and/or wine may be served or consumed at events hosted by College organizations/departments/entities, including ESF-sanctioned student clubs and organizations, where the [Alcohol Request Form](#) has been approved. College-affiliated, not-for-profit organizations, corporations, and foundations may request an exemption from the Vice President for Administration (or designee) to serve liquor.
 - b. All events where alcohol is to be served or consumed must be catered by a licensed caterer having the appropriate State of New York permit to serve alcohol as well as adequate liability insurance. In all cases, a one-day permit to serve alcohol ([Caterer's Permit](#)) must be requested from the New York State Liquor Authority at least six (6) weeks in advance of the event.
 - c. Proof that the [Caterer's Permit](#) has been obtained must be provided to the Vice President for Administration (or designee) at least two (2) weeks in advance of the event. Failure to do so may result in the cancellation of the event with no liability to ESF for the cancellation of the event.
 - d. No Temporary Beer and Wine permits will be permitted.
 - e. Any costs associated with securing the [Caterer's Permit](#) shall be borne by the sponsoring organization/department/entity.
 - f. The sponsor(s) of ESF events where alcohol is served assumes full responsibility for the enforcement of all federal, state, and local rules, regulations, statutes, and laws as well as ESF and SUNY policies regarding the consumption of alcohol, and shall be accountable for any infractions.



Policies and Procedures

These include, but are not limited to, (i) serving non-alcoholic beverages and food at events, (ii) insuring no person under the age of 21 years shall be served, given, or possess an alcoholic beverage, and (iii) insuring persons who are intoxicated, or who are apparently or actually under the influence of alcohol or drugs, are not served, given, or possess alcoholic beverages.

- g. Only alcohol provided by a licensed caterer shall be served or consumed.
- h. No person or organization/department/entity is allowed to bring or supply alcoholic beverages for an event.
- i. B.Y.O. (Bring Your Own) events are prohibited.
- j. No “open taps” are permitted.
- k. No event involving the use of alcoholic beverages may begin before 4:30 PM on Monday-Friday while classes are in session and must terminate by 1:00 AM. Deviations must be approved in advance by the Vice President for Administration (or designee).
- l. Advertising for events at which alcoholic beverages will be served shall be consistent with ESF policy concerning alcohol consumption (i.e., neither events nor publicity should have alcoholic beverages as the major emphasis). The availability of non-alcoholic beverages and food must appear on all advertisements. No advertising for events at which alcoholic beverages will be served shall take place before the [Alcohol Request Form](#) has been tentatively approved by the Vice President for Administration (or designee), the Assistant Director of Physical Plant (for events to be held in the Gateway Center), and the Dean for Student Affairs (for events to be hosted by ESF-sanctioned student clubs and organizations). Advertising the event before tentative approval has been received may result in the cancellation of the event.

5. Service Control and Identifications

- a. The sponsoring organization/department/entity and/or licensed caterer is responsible for checking identification to make sure those persons being served and/or consuming alcoholic beverages are of legal drinking age. Identification and proof of age may be requested at any time before serving alcoholic beverages. Acceptable forms of proof include a valid driver’s license, a passport or Visa, or a United States military identification. A laminated identification card from a university or college other than ESF (except for guests of ESF students, see section B, 1 (d) below) is not an acceptable form of identification.
- b. The sponsoring organization/department/entity must make arrangements for a manager of the licensed caterer (or designee) to be on duty at the event, and the licensed caterer may charge the sponsoring organization/department/entity a fee for this service. Any fee for this service is between the sponsoring organization/department/entity and the licensed caterer.
- c. Arrangements for the serving of alcoholic beverages, appropriate systems of identification checks, and containment and control of alcoholic beverages



Policies and Procedures

must be reviewed as part of the Alcohol Request Form. Approved procedures will depend on the nature of the event, the anticipated attendance and composition of the group expected to attend, and the facility where the event will take place.

- d. The serving of alcoholic beverages to any person shall be refused in cases of inebriation or misconduct.
- e. The Vice President for Administration (or designee) reserves the right to require the sponsoring organization/department/entity to make arrangements, including payment, for one or more New York State University Police officers to be present during an event. Such arrangements must be made at least ten (10) business days in advance.

6. Insurance

- a. The sponsoring organization/department/entity and the licensed caterer must obtain and maintain insurance coverage as provided in this section and must deliver Certificates of Insurance and proof of additional insured status for the stated coverage at least ten (10) business days in advance of the event. The policies of insurance set forth below shall be written by companies authorized by the New York Department of Financial Services to issue insurance in the State of New York (“admitted” carriers) with an A.M. Best company rating of “A-“ or better and must be an occurrence policy.
- b. General Liability Insurance with limits of no less than two million dollars (\$2,000,000) per claim and five million dollars (\$5,000,000) in the aggregate must be provided. Such policy shall name the State University of New York as an additional insured, shall designate the State University of New York as the loss payee, and shall contain a provision that the State University of New York shall receive at least thirty (30) days written notice prior to material change, cancellation, or expiration of such policy.
- c. Workers Compensation and Disability Benefits Coverage for the benefit of employees required to be covered by the New York State Workers Compensation Law and the New York State Disability Benefits Law must be in place. Evidence of coverage must be provided on forms specified by the Commissioner of the Workers Compensation Board.
- d. Liquor Liability Insurance with limits of no less than two million dollars (\$2,000,000) per claim and five million dollars (\$5,000,000) in the aggregate must be provided. Such policy shall name the State University of New York as an additional insured, shall designate the State University of New York as the loss payee, and shall contain a provision that the State University of New York shall receive at least thirty (30) days written notice prior to material change, cancellation, or expiration of such policy.
- e. The insurance broker of the organization/department/entity must provide the Vice President for Administration (or designee) with a letter describing the coverage and stating the policy limits, an ACORD form, and proof that the State University of New York has additional insured status (the broker’s



Policies and Procedures

letter and ACORD form are not acceptable proofs of additional insured status) at least ten (10) business days in advance of the event.

7. Other Policies

- a. Whenever alcoholic beverages are served, equally appealing and attractive non-alcoholic beverages (other than water) must be available in adequate quantity at no cost. Food must also be provided in sufficient quantity so as to avoid a “drinking only” event. Non-alcoholic beverages and food must be available for the duration of the event.
- b. The total amount of alcoholic beverages permitted is dependent on the facility, the anticipated attendance and composition of the group expected to attend the event, and the duration of the event.
- c. As a general guideline, one alcoholic beverage (defined as a 5 oz. serving of wine or 12 oz. serving of beer) per person per hour should be planned for. No more than three alcoholic beverages shall be served at one event to one individual.
- d. Individuals are not permitted to bring their own alcoholic beverages to an event.
- e. Alcoholic beverages may be served and consumed only at the location specified on the [Alcohol Request Form](#) and cannot be taken out of that location.
- f. Hours for events must conform to established building hours or the time specified in the [Alcohol Request Form](#).

B. SPECIFIC POLICIES REGARDING the USE and DISTRIBUTION of ALCOHOLIC BEVERAGES at EVENTS HOSTED by ESF-SANCTIONED STUDENT CLUBS and ORGANIZATIONS

1. Events on the ESF Campus and on ESF-owned and/or associated properties¹
 - a. ESF-sanctioned student clubs and organizations may not use club/organization funds to purchase alcoholic beverages, with the exception of the Undergraduate Student Association (USA) and the Graduate Student Association (GSA). The USA and the GSA may purchase alcoholic beverages through a licensed caterer using club/organization funds.
 - b. Requests for student club/organization events at which alcoholic beverages will be served require an endorsement by a faculty/staff advisor or faculty/staff member who must commit to being in attendance for the entirety of the event.
 - c. ESF students must present their ESF student ID card plus a valid and current second form of identification that includes the student’s date of birth and a photograph of the student. Acceptable forms of proof include a valid driver’s license, a passport or Visa, or a United States military identification. A laminated identification card from a college or university other than ESF is not an acceptable form of identification. If a question remains as to the legitimacy of the identification or the student’s being of legal drinking age, service will be denied.
 - d. Guests of ESF students must also provide two forms of identification. Acceptable forms of proof include a valid driver’s license, a passport or Visa, a United States military identification, or a laminated identification card from a college or



Policies and Procedures

university other than ESF. If a question remains as to the legitimacy of the identification or the guest being of legal drinking age, service will be denied.

- e. It should be understood that ESF students may bring guests to events, but events are primarily intended for ESF students, faculty, and/or staff members. Hosts and hostesses are responsible for the behavior of their guests.

2. Standard Mechanisms for Proof at Events

- a. Upon entry to an event at which alcohol is present, each individual will be required to submit identification and proof of age as outlined above in paragraph B, 1 (c)(d) above.
- b. The licensed caterer shall be responsible for the checking of identification for proof of age and for serving the alcoholic beverage(s). This responsibility may be designated by the licensed caterer to members of the sponsoring student club/organization who meet the training expectation outlined below.
- c. Individuals from sponsoring student clubs/organizations who validate proof of age and/or who serve alcoholic beverages must be approved by the Dean for Student Affairs (or designee). Only individuals who have completed a TIPS® (Training for Intervention ProcedureS) or similar training course may validate proof of age and/or serve alcoholic beverages. The determination of what constitutes an appropriate training course rests solely with the Dean for Student Affairs (or designee).
- d. Individuals of legal drinking age and older will receive a wristband with perforated tabs. One tab may be redeemed each hour for an alcoholic beverage. Only those individuals of legal drinking age wearing the appropriate wristband with attached tabs will be permitted to receive an alcoholic beverage. The person(s) authorized to serve the alcoholic beverages must remove tabs. No more than one tab per hour per person may be redeemed, and one person at one event may redeem no more than three tabs total. Tabs not removed by the person(s) authorized to serve alcohol are invalid and may not be redeemed.
- e. Each person requesting alcohol shall be required to show the server the wristband received at entry into the event and only those individuals wearing a valid wristband with attached tab(s) will be provided with an alcoholic beverage. The server reserves the right to request identification and proof of age at any point prior to serving an alcoholic beverage.
- f. One alcoholic beverage will be provided per person per request.
- g. Deviations from these standard mechanisms for proofing and serving alcoholic beverages at events hosted by ESF-sanctioned student clubs and organizations must be approved in advance by the Dean for Student Affairs (or designee).

C. SPECIFIC POLICIES REGARDING the USE and DISTRIBUTION of ALCOHOLIC BEVERAGES at EVENTS HOSTED by ESF ORGANIZATIONS/DEPARTMENTS/ENTITIES OTHER THAN ESF-SANCTIONED STUDENT CLUBS and ORGANIZATIONS, INCLUDING EVENTS HOSTED by ESF-AFFILIATED, NOT-FOR-PROFIT ORGANIZATIONS, CORPORATIONS, and FOUNDATIONS



Policies and Procedures

1. Standard Mechanisms for Proof at Events

- a. Attendees at events sponsored by ESF organizations/departments/entities other than ESF-sanctioned student clubs and organizations should be prepared to provide identification and proof of age if requested by the server. If a question remains as to the legitimacy of the identification or the attendee's being of legal drinking age, service will be denied.
- b. Individuals of legal drinking age and older will receive drink tickets from the hosting organization/department/entity. Only those individuals of legal drinking age will be permitted to receive an alcoholic beverage. One ticket may be redeemed each hour by an individual for an alcoholic beverage, and one individual at one event may redeem no more than three tickets total.
- c. Deviations from these standard mechanisms for proofing at events and serving alcoholic beverages must be approved in advance by the Vice President for Administration (or designee).

E. EDUCATION and INTERVENTION

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 these services is available from the [Office of Student Affairs](#), 110 Bray Hall, 315-470-6660.

F. VIOLATIONS

1. Violations of this policy will subject an individual and/or the sponsoring organization/department/entity to legal sanctions under the law. Violations of the laws, regulations, rules, statutes, or policies covering the use and distribution of alcoholic beverages may lead to ESF discipline and/or legal action. For ESF policies and procedures please refer to the [SUNY-ESF Student Handbook](#), the [Alcohol and Other Drug Use Policy](#), and the Standard Sanctions for Substance Abuse-Related Violations.
2. The sponsoring organization/department/entity is responsible for the condition of the facility where an event is held and for any damages done as a result of the event and may be billed for extra maintenance charges and for damages. In addition, the sponsoring organization/department/entity may be denied future use of a facility if the facility is left in poor condition, if damage occurs, or if the laws, regulations, rules, statutes, or policies covering the use and distribution of alcoholic beverages and other ESF policies are not adhered to.

G. OTHER POLICIES RELATED to the USE and DISTRIBUTION of ALCOHOL and ALCOHOLIC BEVERAGES by STUDENTS

1. No person under the legal drinking age may possess or consume alcoholic beverages anywhere on campus, on ESF-owned and/or associated properties¹, or in any ESF-designated housing facilities.
2. Alcohol possession and consumption in ESF-designated housing facilities must be in compliance with ESF policies and with local, state, and federal laws. Anyone residing in a



Policies and Procedures

- unit with one or more occupants under the legal drinking age is not allowed to possess or consume alcohol. If all occupants of a unit are of legal drinking age or older but one or more guests is under the legal drinking age, alcohol may not be consumed or be out in plain view.
3. The possessing, consuming, and/or storage of alcoholic beverages is prohibited in all public areas of ESF-designated housing including, but not limited to, lounges, hallways, stairwells, common bathrooms, or outdoor areas.
 4. The following includes specifically prohibited behaviors and actions. This listing is not a comprehensive listing of prohibited behaviors and actions and is meant to illustrate examples of unacceptable behaviors and actions. These examples include binge drinking, driving under the influence, kegs and beer balls (whether empty or full, tapped or untapped), spiked punch, Jell-O shots containing alcohol, drinking games or any behavior that encourages or contributes to excessive alcohol consumption, and/or carrying open containers in any public area of the ESF campus, ESF-owned and/or associated property¹, or ESF-designated housing.
 5. Violations of the laws, regulations, rules, statutes, or policies covering the use and distribution of alcoholic beverages may lead to ESF discipline and/or legal action. For ESF policies and procedures please refer to the [SUNY-ESF Student Handbook](#), the [Alcohol and Other Drug Use Policy](#), and the Standard Sanctions for Substance Abuse-Related Violations.
 6. SUNY-ESF is committed to insuring the wellbeing of students. Parents or guardians will be informed, to the extent reasonably practicable and permissible by the Family Educational Rights and Privacy Act (FERPA), in cases involving alcohol and/or drug violations of students under the age of 21 years.

D. OFF-CAMPUS, OFF ESF-OWNED and/or ASSOCIATED PROPERTY EVENTS WHERE ALCOHOLIC BEVERAGES are SERVED

Students, clubs and organizations/departments, and other entities are reminded that if an event is held off-campus or off ESF-owned and/or associated property and alcoholic beverages are served, all Alcoholic Beverage Control Board rules, the New York State Alcoholic Beverage Control Law, and New York State laws, rules, regulations, and statutes as well as all applicable SUNY-ESF policies and procedures must be observed. Failure to do so may result in ESF discipline and/or legal action.

E. MISCELLANEOUS

1. Any individual convicted of violation of the New York State Alcoholic Beverage Control Law is subject to punishment by a fine and/or imprisonment. Such individuals may have difficulties in later years if they attempt to secure a liquor license on their own or as a member of a partnership or Board of Directors.
2. Individuals who serve alcoholic beverages, as well as individuals who act as the social host of an event, or are an officer of the club or organization/department/entity sponsoring the event, may be held personally liable.
3. Under New York State law, only persons 21 years of age or older are legally entitled to purchase, be sold, given, served, or consume alcohol. A person under 21 years of



Policies and Procedures

- age may not possess or consume alcoholic beverage at any time on the ESF campus, on ESF-owned and/or associated property, or in ESF-designated housing facilities.
4. Under New York State law, persons under the age of 21 years are prohibited from possessing any alcoholic beverages with intent to consume the beverage. Violators are subject to a fine. Authorized law enforcement personnel may seize alcoholic beverages involved in alleged violations of this law.
 5. Under New York State law, any person who purchases alcohol for, procures for, or gives alcohol to anyone under 21 years of age is guilty of a misdemeanor.
 6. Under New York State law, any person under 21 years of age who uses fraudulent proof of age to obtain alcohol is guilty of a misdemeanor. This violation is punishable by a fine and a community service requirement.
 7. Under New York State law, any person who is apparently intoxicated or who is behaving in an intoxicated manner may not be served alcohol.
 8. The communities where the ESF campus, ESF-owned and/or associated property, and/or ESF-designated housing facilities are located do and may have open container laws. No open container of an alcoholic beverage is permitted on the ESF campus, on ESF-owned and/or associated property, and/or in ESF-designated housing facilities.
 9. Under New York law, a person under the age of 21 years who presents an altered New York State driver's license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver's license for up to 90 days and may also be required to apply to the Department of Motor Vehicles for a restricted use of driver's license following the suspension.
 10. Driving under the influence of alcohol on the ESF campus and on ESF-owned and/or associated property is prohibited and violators shall be subject to ESF discipline and/or legal action.

¹ESF-owned and associated properties are defined as the main campus in Syracuse, regional campuses, field stations, and other ESF-managed properties and locations.