

## **SERVING ALCOHOL AT OFF-CAMPUS STUDENT ORGANIZATION EVENTS**

The University at Albany adheres to and enforces all federal, state, and local laws concerning alcohol.

Alcohol may only be sold and served at registered student organization events where the Office of Student Involvement and its Student Organization Resource Center (SORC) has determined that:

- 1) all applicable federal, state, local laws, and university policies will be properly followed, and
- 2) an appropriate risk management plan will be implemented by the sponsoring student organization.

**The following applies to all student organization events where any type of alcohol will be served (e.g. beer & wine, full bar, etc.).** If you have any questions, please contact the SORC at [sorc@albany.edu](mailto:sorc@albany.edu) or stop by Campus Center 110A between 10AM-6PM Monday-Friday or the LC Concourse Tables between 8PM and 11PM Sunday-Saturday.

### **Reminders about Student Alcohol Use From [UAlbany's Alcohol Policy](#):**

- 1) The legal age to consume alcohol in New York State is twenty-one. No student under the age of twenty-one may possess or consume alcoholic beverages anywhere on or off campus.
- 2) Alcoholic beverages are not permitted in any freshman designated housing. These areas are designated as alcohol free. See <http://www.albany.edu/housing/license.shtml>
- 3) **The following are prohibited under the University alcohol policy: 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 excess alcohol consumption; and carrying open containers in any public area of campus.**
- 4) **Possessing, consuming, and storage of alcohol are prohibited in all public areas, including reserved spaces, e.g. lounges, hallways, stairwells, common bathrooms, or outdoor areas unless prior approval has been received.**
- 5) Alcohol and Other Drug Education and Prevention Services and Programs are available at [http://www.albany.edu/counseling\\_center/drugs.shtml](http://www.albany.edu/counseling_center/drugs.shtml)
- 6) The Incident Sanction Protocol found in the University Alcohol Policy identifies a series of prohibited alcohol and other drug behaviors and the sanctions for first offense and any subsequent offense. See [http://www.albany.edu/studentconduct/assets/Community\\_Standards\\_Sanction\\_Guide.pdf](http://www.albany.edu/studentconduct/assets/Community_Standards_Sanction_Guide.pdf)
- 7) Parents/guardians of students under the age of twenty-one are notified in writing of any alcohol/drug violations by their sons or daughters.

### **Serving Alcohol at Off-Campus Student Organization Events:**

- 1) All off-campus events sponsored by student organizations must be registered with the Student Organization Resource Center (SORC) via the [Off-Campus Event Registration Form](#).
- 2) **Reminder: Open bars and drink tickets are NEVER permitted at student organization events, even if held off-campus. Only cash bars are permitted, as they transfer risk from the sponsoring organization to the alcohol provider regarding over-serving, the serving of already intoxicated individuals, and the serving of underage persons.**

## **SERVING ALCOHOL AT OFF-CAMPUS STUDENT ORGANIZATION EVENTS**

- 3) When looking to serve alcohol at an off-campus event, the student organization sponsoring the event must contract with a vendor who has received a license or temporary permit from the New York State Liquor Authority. You may be asked to provide proof of this permit before your event can be appropriately registered.
- 4) It is highly recommended that student organizations contract with the venue when possible to provide licensed alcohol services as the venue is likely to have a license already in place for their premises.
- 5) If the venue cannot provide alcohol services, then a temporary special event alcohol permit must be obtained by the vendor seeking to provide the alcohol for the event. **At least 4 weeks should be allotted to allow time for the New York State Liquor Authority to authorize and issue the permit.**
- 6) **The licensed/permitted vendor providing the alcohol must be in charge of checking an individual's state/federal identification to determine if he/she is of legal age to purchase and consume alcohol. AT NO TIME SHOULD A UALBANY STUDENT OR MEMBER OF A SPONSORING ORGANIZATION BE RESPONSIBLE FOR CHECKING IDENTIFICATION FOR THE PURPOSE OF LEGAL AGE VERIFICATION.**
- 7) Any off-campus event hosted by a recognized student organization where alcohol is served must be insured with an insurance policy that includes liquor liability coverage and names the University at Albany as an additional insured.
- 8) Student Association (UALbany's undergraduate student government) does not carry liquor liability insurance. As a result, if any of the sponsoring organizations for the event are recognized by Student Association, whether or not the organization(s) are funded by Student Association, the alcohol vendor's insurance policy containing liquor liability coverage must also name the Student Association as an additional insured in addition to the University at Albany.
- 9) Student organizations are strongly encouraged to utilize Sodexo as their off-campus alcohol provider when the venue for the event is unable to provide alcohol services. This is due to Sodexo's insurance already naming UAlbany as an additional insured and their familiarity with navigating the temporary special event permit process with the NYS Liquor Authority. More information can be found [here](#).

### **Violations of this Policy:**

Any student organization found in violation of any part of this policy may have their registration with the Office of Student Involvement immediately frozen, their space reservation privileges revoked, and executive board and/or members referred to Community Standards for violations of the student code of conduct.

Questions? Please contact the Student Organization Resource Center via [sorc@albany.edu](mailto:sorc@albany.edu) or stop by Campus Center 110A.