UALBANY ALCOHOL POLICY

1. Serving Alcohol at University Events

   • The University adheres to and enforces all federal, state and local laws concerning alcohol. Alcohol may only be sold and/or served at pre-approved University events where the Alcohol Use Registration Form has been approved by the Alcohol Administrator for that facility.

   • Any University event at which alcohol is sold or served requires authorization from the NYS Liquor Authority. The sale and serving of alcoholic beverages under the terms of State law and University policy is permitted at the licensed premises of Sodexo in the Campus Center and by extension of that permit, temporary permits may be issued for Sodexo catered events only. Any alcoholic beverages sold or served outside the Campus Center require a special liquor permit from the NYS Liquor Authority. This includes events or performances where tickets are sold and alcohol is provided free of charge or in exchange for a purchased ticket. This permit must be secured through Sodexo for their catered events only and arranged at least four weeks in advance in order to allow time for the State permit to be issued to Sodexo. All outside caterers must provide UAS with their own approved NYS Liquor Authority authorization.

   • Sponsor(s) of University events where alcohol is served assume full responsibility for the enforcement of all laws and university policies regarding the consumption of alcohol. This includes:
   a) serving non-alcoholic beverages and food at events;
   b) double proof of age required and must be presented to the designated “responsible person” as stated on the Alcohol Use Registration form. Acceptable forms of proof include a valid driver’s license, a passport or Visa, and a US military ID. A laminated ID card from another University/College and a Sheriff’s ID ARE NOT acceptable forms of identification.

2. Employee Alcohol and Drug Use in the Workplace

   The Office of Human Resource Management provides information regarding employee use of alcohol and drugs use in the workplace at http://www.albany.edu/hr/assets/Alcohol.pdf.
3. **Student Alcohol Use**

- **No** student under the age of twenty-one may possess or consume alcoholic beverages anywhere on campus.

- 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](http://www.albany.edu/housing/license.shtml)

- For students twenty-one years or older and their guests in non-freshman areas no individual may possess more than 12, 12 oz bottles/cans of beer (or the equivalent), or one liter of hard liquor or wine at one time.

- 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, carrying open containers in any public area of campus, possessing, consuming and storage of alcohol are prohibited in all public areas, e.g. lounges, hallways, stairwells, common bathrooms, or outdoor areas.

- 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)

- 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. [http://www.albany.edu/studentconduct/assets/Sanction_Guide.pdf](http://www.albany.edu/studentconduct/assets/Sanction_Guide.pdf)

- Parents of students under the age of twenty-one are notified in writing of any alcohol/drug violations by their sons or daughters.

4. **Summary of Guidelines**

Alcohol may only be consumed in University facilities in compliance with this policy. An alcohol approved University event is one where the Alcohol Use Registration Form is filled out and approved by the Alcohol Administrator for that building. Events at which alcoholic beverages are served and which are not under the jurisdiction of a specific local alcohol policy administrator require an “Alcohol Use Registration Form” to be filed with the Assistant Vice President for Student Success, University Hall 206. The form can also be found here under the tab “FORMS”: [http://www.albany.edu/studentconduct](http://www.albany.edu/studentconduct).

- Under New York law, only persons twenty-one (21) years of age or older are legally entitled to purchase, be sold, given, or served alcohol. A person under 21 years of age may not possess or consume alcoholic beverages at any time on the University campus.
• Under New York law, persons under the age of 21 are prohibited from possessing any alcoholic beverages with intent to consume the beverage. Violators are subject to a fine up to $50.00 per offense. Authorized law enforcement personnel may seize alcoholic beverages involved in alleged violations of this law.

• New York law further provides that any person, other than a parent or guardian, who purchases alcohol for, procures for, or gives alcohol to anyone under 21 years of age is guilty of a misdemeanor.

• Under New York law, anyone 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 of up to $100.00 and a community service requirement of up to thirty (30) hours.

• Under New York law, anyone who is apparently intoxicated or who is behaving in an intoxicated manner may not be served alcohol.

• A substantial part of the University at Albany is in the City of Albany and is subject to its open container law. Thus no open container of an alcoholic beverage is permitted on the campus, except at approved University events as described in #1 above.

• Any event on the UAlbany campus at which alcoholic beverages are sold and/or served requires a permit from the New York State Liquor Authority and approval from Sodexo, the UAlbany food service provider contracted with UAS, unless Sodexo is providing and serving the alcohol itself. The sale and serving of alcoholic beverages under the terms of State law and University policy is permitted at the licensed premises of Sodexo in the Campus Center and by extension of that permit, temporary permits may be issued for Chartwells catered events only. Any alcoholic beverages sold and/or served outside the Campus Center require a special liquor permit from the NYS Liquor Authority. This includes events or performances where tickets are sold and alcohol is provided free of charge or in exchange for a purchased ticket. If Sodexo is not providing and serving the alcohol, the permit must be secured through the NYS Liquor Authority and provided to Sodexo as part of the documentation to obtain approval for the event. At least three weeks is required to obtain an approved NYS Liquor Authority permit.

• Under New York law, a person under the age of 21 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 ninety (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.

• Sponsor(s) of University events at which alcohol is served assume full responsibility for the enforcement of all federal, state and local laws and University policies with respect to the consumption of alcohol. This responsibility includes:
  ➢ Serving appropriate amounts of non-alcoholic beverages and food at events where alcohol is served.
  ➢ Double proof of age is required and must be presented to the appropriate “responsible person” as designated on the Alcohol Use Registration Form at all functions where alcoholic beverages are served and students are present. The following are acceptable forms of proof: valid driver's license; a U.S. military ID; a passport/Visa.
Note: a laminated ID card from a University/College and a Sheriff’s ID are NOT valid forms of identification.

- Camp Dippikill consists of 850 acres in Warrensburgh, NY owned and operated by the Student Association. Alcohol use at Camp Dippikill is subject to all federal, state and local laws and University policies with respect to the consumption of alcohol. Administration of this policy is the responsibility of the Student Association and the Director of Camp Dippikill. No alcohol may be sold by any organization on this property.

- 12. The University at Albany Foundation (UAF) East Campus is insured by private carriers which includes host liquor liability for events and requires any outside vendor who provides catering to issue the UAF a certificate of liability insurance. Events require approval by the UAF East Campus Operations Manager including submission of a NYS Liquor Authority Permit which must be submitted to the Operations Manager five business days prior to the scheduled date of the event.

- 13. Driving under the influence of alcohol on University property is prohibited and violators will be subject to arrest.

- 14. The Vice President for Student Success is responsible for implementing and interpreting the alcohol use policy. Inquiries should be directed to:

  Clarence L. McNeill, Assistant Vice President for Student Success
5. **Alcohol Policy Enforcement with Students: How to Implement**

**Issue:**

Within University policies and regulations, the University at Albany permits students of legal drinking age to possess and consume alcoholic beverages. However, individuals under 21 years of age may do neither.

**Expectation:**

University faculty, administrators and paraprofessional staff (herein referred to as University officials) are expected to clearly explain to students what action will be taken in dealing with alcohol policy violations.

When encountering instances of alcohol policy violations, University officials are expected to confront the violators. Information should be provided as to what behavior is inappropriate and what the individual is expected to do to be in compliance with the campus alcohol policy. If the individual is cooperative and complies with the request, the incident may be considered resolved. If the individual is uncooperative or refuses to comply, the local alcohol policy administrator responsible for the building or area should be contacted. If the policy administrator is unavailable or the individual continues to be uncooperative, the University Police should be summoned. The University Police will formally identify the violator and state the campus expectation for compliance with the University alcohol policy. In such cases the individual will be referred to the Office of Community Standards. The University Police reserve the right to arrest, or issue a summons to appear in court on appropriate charges if such action is deemed necessary.

**Violations**

In order to provide a common base of understanding, it is important to define the prohibitive behaviors which the campus considers violations of the alcohol policy. Consistent with New York law and the campus alcohol policy, the following instances would be in violation:

- Individuals under 21 years of age possessing or consuming alcoholic beverages.
- Individuals 21 years or older providing, directly or indirectly, alcohol to persons under 21 years of age.
- Anyone having alcohol in public areas without an open container permit and proper campus authorization.
- Possession and/or use of bulk containers except as allowed by provisions in the campus alcohol policy.
**Staff Directives to Violators:**

Violators are to be instructed to dispose of the alcohol by means other than consuming it. Students may either pour the alcohol out on their own or give it to a staff member to pour out. When students pour alcohol out themselves, a University official should accompany the student to ensure proper disposal. Students are not to dispose of alcohol by consuming it, throwing it in a trash can or giving it to another person who may be 21 years of age. The University officials should ask the students if they intend to comply with the request. If the students are cooperative, they can proceed to dispose of the alcohol. Internal departmental procedures for communicating and documenting such incidents should take place. Use your professional judgment as to when to refer incidents to the campus judicial system for appropriate sanctioning. If the students are uncooperative or refuse the official's request, the local alcohol policy administrator or University police should be summoned for assistance. In such instances, it is expected the student(s) will be referred to the Office of Community Standards for alleged violation of the alcohol policy as well as non compliance with the University Official.

**Note:** If University officials encounter an unauthorized bulk container (e.g. beer ball, box of wine, kegs) it should be removed to an area where it can be drained. Once it is drained the container and tapping equipment, as appropriate, should be returned to the students.

If the students refuse to drain the bulk container, the University Police should be summoned immediately.
The University at Albany, State University of New York
Alcohol Use Registration Form

Submit signed request to your Local Alcohol Policy Administrator

1. Sponsoring Department or Group:
   _______________________________________________________

   Contact Person:
   _______________________________________________________

   Campus Address: ____________________ Phone #: ____________

2. Date and time of Function:
   _______________________________________________________

3. Location of Function:
   _______________________________________________________

Please describe the event:
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

I have read and agree to enforce the University’s Policy governing the Use of Alcohol.

Name: ____________________________________________
Date: _________

Signature: _________________________________
Date: _________

Local Alcohol Administrator: ____________________________ Date: _________

Once completed a copy of this form should be faxed to
Clarence L. McNeill at (518) 956-8141
# 7. Local Alcohol Policy Administrators

<table>
<thead>
<tr>
<th>Building/Area</th>
<th>Administrator</th>
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<tbody>
<tr>
<td>Arts and Sciences (Social Science, Humanities, Biology, Chemistry, Earth Science, Physics, academic areas in Fine Arts, &amp; CAS functions in Bus. Admin. Bldg.); Life Science Bldg.</td>
<td>Dean’s Office, College of Arts &amp; Science Elizabeth Gaffney</td>
</tr>
<tr>
<td>Education</td>
<td>Dean’s Office, School of Education Mary Murphy</td>
</tr>
<tr>
<td>Management Services Center</td>
<td>Merissa Mabee</td>
</tr>
<tr>
<td>School of Business</td>
<td>Dean’s Office, School of Business Donald Siegel</td>
</tr>
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<td>University Hall</td>
<td>Vice President's Office, Student Success Clarence L. McNeill</td>
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<tr>
<td>Physical Plant</td>
<td>Physical Plant Office John Giarrusso</td>
</tr>
<tr>
<td>Library, Science Library, Dewey Lib. (including all basement areas)</td>
<td>University Libraries Office Mary Casserly</td>
</tr>
<tr>
<td>Performing Arts and Page Hall</td>
<td>Performing Arts Center Office Patrick Ferlo</td>
</tr>
<tr>
<td>Art Museum</td>
<td>Art Gallery Office Janet Riker</td>
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<tr>
<td>Campus Center</td>
<td>Campus Center Management R. Scott Birge</td>
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<tr>
<td>Podium, LC’s, Grounds</td>
<td>Student Involvement &amp; Leadership Michael Jaromin</td>
</tr>
<tr>
<td>SEFCU Arena &amp; PE Building</td>
<td>Athletics Mark Benson AD</td>
</tr>
<tr>
<td>Downtown Campus</td>
<td>Jennifer Watson</td>
</tr>
<tr>
<td>East Campus</td>
<td>School of Public Health Deborah Oriola</td>
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<tr>
<td>Alumni House</td>
<td>Alumni Lee Serravillo</td>
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<tr>
<td>Boor Sculpture Studio</td>
<td>Professor Edward Mayer</td>
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<tr>
<td>All Others</td>
<td>Clarence L. McNeill</td>
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</tbody>
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*Office of the Vice President for Student Success*