UALBANY ALCOHOL POLICY ABSTRACT

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 Chartwells in the Campus Center and by extension of that permit, temporary permits may be issued for Chartwells 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 Chartwells for their catered events only and arranged at least three weeks in advance in order to allow time for the State permit to be issued to Chartwells. 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.

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/

- 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/service/php/

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/

Parents of students under the age of twenty-one are notified in writing of any alcohol/drug violations by their sons or daughters.
ALCOHOL POLICY
AND ENFORCEMENT GUIDELINES
FOR UNIVERSITY AT ALBANY OFFICIALS

SUMMARY OF POLICIES GOVERNING THE USE OF ALCOHOL
ON ALL UNIVERSITY AT ALBANY PROPERTIES

1. 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 Associate Vice President for Student Success, University Hall 206. (http://www.albany.edu/studentconduct).

2. 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.

3. 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.

4. 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.

5. 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.

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

7. 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.

8. 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 Chartwells, the UAlbany food service provider contracted with UAS, unless Chartwells 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 Chartwells 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 Chartwells is not providing and serving the alcohol, the permit must be secured through the NYS Liquor Authority and provided to Chartwells 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.

9. 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.

10. 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:
   a. Serving appropriate amounts of non-alcoholic beverages and food at events where alcohol is served.
   b. 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:
      ➢ a valid driver’s license
      ➢ a U.S. military ID
      ➢ a passport/Visa

Note: a laminated ID card from another University/College and a Sheriff’s ID are NOT valid forms of identification.

11. 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:

   John M. Murphy, Associate Vice President for Student Success
   University Hall 206
   956-8140
ALCOHOL POLICY ENFORCEMENT
Example of how to implement procedures

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 a standard case form will be completed by the University Police Officer and the individual referred to the campus judicial system. 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 campus judicial system 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, keg, or "bash") 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.
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
John M. Murphy at 956-8141
### LOCAL ALCOHOL POLICY ADMINISTRATORS

<table>
<thead>
<tr>
<th>Building/Area</th>
<th>Administrator</th>
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<tbody>
<tr>
<td><strong>Arts and Sciences</strong>&lt;br&gt;(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&lt;br&gt;Elizabeth Gaffney</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td>Robert Bangert-Drowns&lt;br&gt;Dean's Office, School of Education</td>
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<tr>
<td><strong>Management Services Center</strong></td>
<td>Jane Kadish</td>
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<tr>
<td><strong>Business Administration</strong>&lt;br&gt;(for all School of Business units)</td>
<td>Donald Siegel&lt;br&gt;Dean's Office, School of Business</td>
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<td><strong>University Hall</strong></td>
<td>Vice President's Office, Student Success&lt;br&gt;John M. Murphy</td>
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<tr>
<td><strong>Physical Plant</strong>&lt;br&gt;(all facilities and grounds under Physical Plant)</td>
<td>Physical Plant Office&lt;br&gt;Kerry Csontos</td>
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<tr>
<td><strong>ULibrary, Science Library, Dewey Lib.</strong>&lt;br&gt;(including all basement areas)</td>
<td>University Libraries Office&lt;br&gt;Mary Casserly</td>
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<tr>
<td><strong>Performing Arts and Page Hall</strong></td>
<td>Performing Arts Center Office&lt;br&gt;Patrick Ferlo</td>
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<tr>
<td><strong>Art Museum</strong></td>
<td>Art Gallery Office&lt;br&gt;Janet Riker</td>
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<tr>
<td><strong>Campus Center, Podium (other than those listed above), Lecture Centers and Grounds</strong></td>
<td>Student Involvement &amp; Leadership&lt;br&gt;Michael Jaromin</td>
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<tr>
<td><strong>SEFCU Arena &amp; PE Building</strong></td>
<td>Athletics &amp; Recreation Office&lt;br&gt;Lee McElroy</td>
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<tr>
<td><strong>Downtown Campus</strong></td>
<td>Jennifer Watson</td>
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<td><strong>East Campus</strong></td>
<td>School of Public Health&lt;br&gt;Larry Preston</td>
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<tr>
<td><strong>Alumni House</strong></td>
<td>Lee Serravillo</td>
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<tr>
<td><strong>Boor Sculpture Studio</strong></td>
<td>Edward Mayer</td>
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<tr>
<td><strong>Albany Nanotech</strong></td>
<td>Steve Janack</td>
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<tr>
<td><strong>All Others</strong></td>
<td>Vice President's Office, John Murphy</td>
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