

# Serving of Alcoholic Beverages at University Events

Updated 5-1-15

## All events with Alcoholic Beverages:

- ❖ Alcoholic Beverages and related costs (bartenders, setup costs) **must be paid on unrestricted gift funds or restricted funds which specifically permit the purchase of alcoholic beverages, including endowments.**
- ❖ Serving of alcoholic beverages must be appropriate based on the business purposes of the event and use of unrestricted gift funds for this purpose should be vetted against other potential uses of those funds in meeting unit priorities. Group meetings where only alcoholic beverages are consumed are highly discouraged and **alcoholic beverages should not be served prior to 3pm on a business day (Mon – Fri).** Guests may order alcoholic beverages prior to 3pm, but employees in attendance may not.
- ❖ **General restrictions:** Should be limited to no more than 2 drinks per guest/\$15 per person; no kegs of beer permitted.

## Is the University Sponsoring and/or Paying for the Event?

A University-sponsored event is one for which University funds are paying all or a portion of the cost of the event. This policy does not apply to events held by University faculty, staff or students if no University funds are expended in support of the event.

<b>YES</b>	Must follow FN10 policy and guidelines
<b>YES but not paying for the alcoholic beverages</b>	Must follow FN10 policy and guidelines even if alcoholic beverages are being paid for personally or by a third party, if any part of the event is being sponsored or paid for by the University.
<b>NO</b>	FN10 does not apply and event is considered private and personal. These events cannot be held at an on-campus location except Nittany Lion Inn or Penn Stater Hotel.

## Who is Attending?

Primary Focus:	Permitted to be paid or reimbursed?	Restrictions (beyond the general restrictions listed above)
<b>Guests/Donors/Alumni</b>	Yes	None
<b>Undergraduate Students</b>	With Approval of VP for Student Affairs; (Director Student Affairs or Enrollment Services at Commonwealth Campuses)	<b>Never permitted for student recruitment</b>
<b>Graduate Students</b>	With Approval of Budget executive for unit	<b>Never permitted for student recruitment</b>
<b>Employees, including post-docs, fellows and graduate assistants</b>	No. One exception, if <b>sponsored and attended</b> by the President of the University, The Executive Vice President and Provost, Vice Presidents, Vice Provosts, Deans, other executives (with approval of the Executive Vice President and Provost) or Chancellors (with the approval of the VP for Commonwealth Campuses) for the unit	<ul style="list-style-type: none"> <li>Alcoholic beverages at employee-only events <b>STRONGLY</b> discouraged.</li> <li>Spouses/partners and/or retirees are not considered guests.</li> <li>Event must be sponsored by exec; invitation of exec to event only does not meet exception.</li> </ul>

## Where is the event being held?

Venue	Restrictions	Approvals
<b>Facility with License to serve Alcoholic Beverages (Hotel, Restaurant, or other facility)</b>	None	Agreements with venues other than those operated by Penn State must be reviewed and signed through <a href="#">Risk Management</a> or Purchasing.

<b>Penn State Hospitality Services - Penn Stater and Nittany Lion Inn</b>	None	<a href="#">AD18 Form – Permission to Possess/Use Alcoholic Beverages</a> for events with UG students.
<b>On-Campus Location</b>	Must be approved 30 days in advance	<a href="#">AD18 Form – Permission to Possess/Use Alcoholic Beverages</a>
<b>Off-Campus Location, including private residence.</b>	Must be approved 30 days in advance	<a href="#">AD18 Form – Permission to Possess/Use Alcoholic Beverages</a> If venue requires an agreement, must be reviewed and signed through <a href="#">Risk Management</a> or Purchasing.

## Who is serving the alcoholic beverages?

Served by:	Restrictions	More information:
<b>Venue with liquor license</b>	Bartender services must be provided by the facility	
<b>University Catering Services*</b>	None	*This includes PS Hospitality Services, Campus Catering and at Commonwealth Campuses, Campus H&FS
<b>University Accepted Caterer</b>	Must have Liquor Liability Insurance Coverage	<a href="https://controller.psu.edu/risk-management/vendors/caterers">https://controller.psu.edu/risk-management/vendors/caterers</a>
<b>Non-Accepted Caterer</b>	Cannot be used for event unless vetted and accepted through Risk Management	<a href="https://controller.psu.edu/risk-management/vendors/caterers">https://controller.psu.edu/risk-management/vendors/caterers</a>
<b>Bartender</b>	Preference for Use: 1) Obtain through Penn State Hospitality Services 2) Certified bartender who has liquor liability insurance in an amount not less than \$1,000,000 with the University named as an additional insured. 3) University employee credentialed as "Training in Intervention Procedures by Servers" (TIPS) Certified, "Serv-Safe Alcohol Training" Certified, or "Responsible Alcohol Management Program" (RAMP) Certified in the state of Pennsylvania. 4) Certified bartender who is <b>not</b> a University employee; <b>but admin area is responsible for liability arising from provision of alcoholic beverages at the event.</b>	<a href="http://guru.psu.edu/policies/FN10.html#B6">http://guru.psu.edu/policies/FN10.html#B6</a>
<b>Host</b>	Only permitted if serving one glass of wine during a meal <b>or</b> if 20 people or less are attending.	Host is responsible for any liability arising from the provision of alcoholic beverages at the event.

## Is this an on-Campus event that includes a cash bar or registration/admission fee that covers the cost of alcoholic beverages?

If yes, then Penn State Hospitality Services MUST be used, as the only liquor license permitted to sell alcoholic beverages at University Park. At other campus locations, a licensed entity must sell the alcoholic beverages. See [FN10 – Section on Alcoholic Beverage Sales Restrictions](#) for more detail including approvals required.