I. Purpose of Policy: To ensure the responsible use of alcoholic beverages on property owned or leased by the City University of New York (“CUNY”) for use by the CUNY School of Professional Studies (“School”), the School has established the following policy governing the consumption of alcohol at School events or event held on the School’s campus (Policy). In the event any provisions of this Policy are found to conflict with the policy on Drugs and Alcohol adopted by the CUNY Board of Trustees (CUNY Policy 7.041: Drugs and Alcohol), the provisions of the Board of Trustees’ policy govern.

II. To Whom This Policy Applies: This Policy is applicable to all members of the School community, including students, faculty, staff, alumni, and visitors, and those entities that enter into a facility use license agreement with the School.

III. Policy Definitions

   a. Alcoholic beverages (or Alcohol): for these purposes is limited to beer and wine only, dispensed from original retail or wholesale containers. Hard liquor is not included and therefore not allowed anywhere on any School site, at any time.

   b. Event: an organized social, co-curricular, or fundraising occasion. The consumption of Alcohol may not be the primary focus of any event.

   c. Event Organizer: the individual, department, or organization that plans and organizes an event to take place at the School’s campus or off-campus as a School-sponsored event.

IV. School Policy on Consumption, Service, and Possession of Alcohol

   a. Alcohol may be possessed or consumed only by individuals who have attained the age of twenty-one.

   b. Event marketing or advertising may not emphasize the irresponsible use, service or consumption of Alcohol.

   c. No more than one Event serving alcohol may be held at the same time.

   d. The consumption of Alcohol or possession of any open container of Alcohol on School grounds is prohibited, unless it occurs at the Event, and:

      i. The Event begins at 4:00pm EST or later;

      ii. A licensed and insured bartender is hired to serve Alcoholic Beverages at the Event. S/he shall exercise the right to refuse service if a person is under age or appears to be intoxicated. Under no circumstances are staff, faculty, students, or alumni permitted to pour or serve Alcohol as a bartender;
iii. The Event Organizer or Event Organizer’s representative obtains a copy of the caterer’s liquor license and certificate of liability insurance naming CUNY and the School as additional insured parties, and remains present throughout the Event;

iv. The Event, its location and duration have been approved by the appropriate School office and registered with Public Safety at least fifteen (15) business days before the event;

v. Alcohol may be consumed only at campus sites that are specifically pre-approved by Public Safety. The consumption or possession of open containers of Alcohol at any other School location is prohibited, including, by way of example only, hallways, conference rooms, student lounges and bathrooms;

vi. Service of Alcoholic Beverages ceases at least thirty (30) minutes before the Event’s scheduled end time; and

vii. Leftover Alcohol must be discarded at the end of the Event. Opened but unfinished containers of Alcohol shall remain at the Event and be treated as refuse by the campus cleaning staff. Under no circumstance may open and unused Alcohol leave the Event area. Under no circumstance can unopened and unused Alcohol leave the Event via anyone other than the caterer.

e. The Event Organizer or Event organizer’s representative is obligated to do the following:

   i. Ensure sufficient staffing is available to check IDs of attendees upon entry to the Event;

   ii. Confirm with the caterer that all bartenders have been trained in the acceptable standards of practice for servicing Alcohol at concessions;

   iii. Confirm with the caterer that all unopened and unused Alcohol will leave the Event with the caterer at the close of the Event. If food drop off service is used, the bartenders must be informed in advance that they have to remove the unopened/unused Alcohol;

   iv. Ensure that when Alcohol is served, food, snacks and non-alcoholic beverages must be provided in sufficient variety, quantity and abundance commensurate with the availability of the Alcoholic Beverages;

   v. Ensure that all Alcoholic Beverages are consumed only in the approved location;

   vi. Remain at the location throughout the Event to monitor guest consumption and behavior; and

   vii. Ensure that the location is left in good order.

V. **Sanctions:** Violation of this Policy may result in legal or disciplinary sanction. In all instances of events serving Alcohol, Public Safety reserves the right to suspend such service if it deems that any of the foregoing rules of the Policy are being violated, if a potential or actual act of violence occurs, if active monitoring of the serving of Alcohol is not being conducted, if licenses are not conspicuously posted or if it is determined that any Alcohol is being provided to persons observed as being intoxicated or under the legal drinking age.
Standard identification procedures are required at all School functions where alcoholic beverages are available. Acceptable forms of identification include a U.S. or international passport; valid driver's license; NYS non-driver's ID; Selective service registration card; or Resident Alien identification card. An individual must produce identification upon entering the event. Catering or School staff may spot check the legal age of any event attendee. The use of false identification is prohibited. False IDs will be confiscated and a disciplinary referral will be made.